Agency Confirmation & Agreement of MSW Field Placement
Revised 11/2018

MSW Foundation Program

Name of MSW Student: _____________________________________________________________

BA Degree: ____________________________ University or College that granted the degree

Area of study (psychology, etc.) ____________________________

Placement time frame: Spring Semester, Students follow the UNI Academic Calendar
Foundation students enter the MSW program without a BA degree in social work.

In providing a field placement for the UNI student, the agency has agreed to the following:
1. All agency instructors supervising the student have viewed the Agency Instructor Orientation video found at www.uni.edu/csbs/socialwork under "Field Instruction".
2. Weekly supervision meetings with the social work field student.
3. Allotment of time for the Agency Instructor to complete student assessments and meet with faculty liaisons for scheduled meetings (usually two per placement).
4. A student is not assigned a workload as extensive or at the same level of professional independence as a staff professional. This is done to ensure the student ample time to learn and reflect on the new experiences encountered.
5. A student is not assigned agency work during the times scheduled for university classes, field placement seminars, or other educational activities required through field placement.
6. The agency provides a field setting that affirms and respects diversity and difference in staff, populations served and students completing their field experience.

The following expectations have been reviewed with the student:
- How differences or conflicts are to be handled.
- How variations in field placement time will be handled (for example, university breaks).
- The guidelines the student should follow in relating to other staff, administration, board members, other agencies, and the community in general.
- Personnel policies that apply to students

Foundation students are required to complete no less than 400 hours in field placement.
Spring Semester = 400 clock hours

The student is accepted by the agency for field placement: ____ Yes ____ No
The student has been informed of the above decision regarding placement: ____ Yes ____ No

Beginning Date of Student Placement: ___________________________________________
Important notation to agency:
Students in field placement are entitled to all scheduled university breaks. Once the student begins the field placement, or at the interview time, please clearly define the time periods, including university classes and required educational events (e.g., field seminars taught by the university Faculty Liaison), when the student does not plan to be at the agency (e.g., university breaks, finals week, religious holidays, times agency is closed).

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Signature below means that the content of this form has been thoroughly reviewed. Signature further signifies agreement to meet the criteria listed in the Field Instruction Manual while providing the student a field placement experience.

Agency Name, Address and Phone

Agency Administrator or Staff Authorized to Approve Placement Date

Agency Instructor of Student (Providing student’s supervision) Date

Agency Instructor E-mail address

Agency Instructor’s degree(s) and discipline of study (discipline examples: social work or psychology):

     MSW ___ or MA ___ Discipline: ________________________________
     Ph.D. ___     Discipline: ________________________________
     Ed.D. ___     Discipline: ________________________________

UNI Director of Field Instruction Date

When completed, please make a copy of this form for your records and return the original to:
Jenny Becker, Director of Field Instruction
Mail: University of Northern Iowa Social Work Department
     1227 West 27th Street, Sabin Hall 243
     Cedar Falls, IA  50614
Scan: jennifer.becker@uni.edu
Fax: (319) 273-6976