



## **Agency Confirmation of MSW Specialization Field Placement & Contractual Agreement with Agency as a Field Site**

Revised April 2020

### **MSW Specialized Practice Field Placement**

Name of MSW Student: \_\_\_\_\_

Placement time frame: On campus and Distance Education MSW Specialization students complete field experience Fall and Spring Semester for 500 hours total.

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](http://www.uni.edu/csbs/socialwork) under "Field Instruction".
2. Weekly or every other week 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.
7. The following expectations have been reviewed with the student prior to or at the onset of placement:
  - How differences or conflicts are to be handled.
  - How variations in field placement time will be handled (for example, university breaks).
  - Method and person to contact if student is requesting time off for health or personal issues.
  - Guidelines the student should follow in relating to other staff, administration, board members, other agencies, and the community in general.
  - Thorough orientation to the policies and practices relevant to the student, to include but not limited to personnel issues, personal safety issues, guidelines for home visits, transportation requests, and specialized training needed to carry out the tasks of the field experience.

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: \_\_\_\_\_

**Agency Comments/Clarification, if needed**

Students in field placement follow the UNI academic calendar and are entitled to all scheduled university breaks. Please clearly define the time periods, other than university classes and required educational events, when the student does not plan to be in field placement (for example: university breaks, finals week, religious holidays, times agency is closed, etc.):

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*Signature below means that the content of this form has been thoroughly reviewed and implemented. 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 for Student 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: Education

\_\_\_\_\_  
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  
**Email or Scan:** [jennifer.becker@uni.edu](mailto:jennifer.becker@uni.edu)  
**Fax:** (319) 273-6976