Nyack College
SOCIAL WORK DEPARTMENT
FIELD EDUCATION PROGRAM

SOCIAL WORK FIELD INSTRUCTION AGREEMENT BETWEEN THE NYACK SOCIAL WORK PROGRAM, FIELD AGENCY AND STUDENT

INSTRUCTION STUDENT__________________________________________________________

AGENCY NAME____________________________________________________________________

AGENCY FIELD INSTRUCTOR______________________________________________________

NYACK FACULTY FIELD LIAISON__________________________________________________

NYACK FIELD COORDINATOR_____________________________________________________

The Nyack Field Coordinator Agrees to:

- Assume responsibility for the overall direction and coordination of the social work field instruction program.
- Screen student applicants and assess their readiness for a social work Field Instruction.
- Provide guidelines for evaluating the student.
- Provide training & policy regarding the Field Education Program for agency Instructors.
- Be available to students, agencies, and faculty liaisons to facilitate the resolution of problems that may arise.
- Submit grades for each student’s social work Field Instruction.
- Assume responsibility for removing a student from a placement should that become necessary.

The Nyack Field Liaison Agrees to:

- Meet at least once per semester with the student and the agency field Instructor together.
- Ensure responsibility for end of semester evaluations & grades of the students’ performance in conjunction with the agency field supervisor.
- Assist the student in developing a learning contract to structure the social work field practicum experience.
- Assist in orienting new agency supervisors to the college’s curriculum and social work field instruction program.
- Act as a resource person for students and Agency in regard to questions, about the Nyack Field Education Program.

The Agency Field Instructor Agrees to:
• Provide a minimum of one hour per week of direct supervision to student and regularly review recordings which can include, process recordings or journaling.
• Orient new students to agency structure and function, student responsibilities, policies and procedures, and commonly used community resources.
• Assist the student in developing an education plan and a learning contract to structure the field instruction experience.
• Structure assignments to help the student learn a broad range of social work interventions common to generalist social work practice.
• Provide suitable office space.
• Ensure student’s primary role as learner.
• Complete a formal evaluation of the student at the end of each semester.
• Reimburse the students for any expenses they incur in the same manner as for agency employees.
• Abstain from sexual or other harassment of the student.

The Nyack Student Agrees to:

• Meet with faculty and agency supervisors together at least once per semester.
• Develop and complete all necessary field education forms in a timely manner.
• Dress appropriately according to the nature of their field setting. (Check with the agency supervisor/instructor if in doubt.)
• Abide by agency rules, policies and procedures, including those pertaining to confidentiality
• Adhere to the National Association of Social Workers Code of Ethics.
• Behave in a professional manner, taking responsibility as an adult learner to understand duties, seek supervision when needed, and carry out assignments.
• Complete 400 hours over two semesters (200 hours per semester) without pay.
• Prepare for supervision conferences by adhering to deadlines, completing work, formulating questions about assignments, etc.
• Discuss with agency or faculty supervisor any areas of disagreement, dissatisfaction, or confusion in respect to any part of the practicum experience.
• Complete an evaluation of the social work field education experience upon completion of 400 hours of field instruction.

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Signatures

_________________________________________________  ______________________
Student                                           Date

_________________________________________________  ______________________
Agency Field Instructor                            Date

_________________________________________________  ______________________
Nyack Faculty Field Liaison                        Date

_________________________________________________  ______________________
Nyack Field Coordinator                            Date