

School of Social Work  
University of North Carolina-Wilmington

**BSW Program**

**BSW AGREEMENT WITH AGENCY PROVIDING BSW FIELD EDUCATION**

Name of Agency: \_\_\_\_\_

Number of Students to Intern: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Name(s) of Student(s): \_\_\_\_\_

Name of the Designated Agency Field Instructor: \_\_\_\_\_

Assigned UNCW Faculty Liaison: \_\_\_\_\_

*School of Social Work and Agency Field Education Responsibilities:*

A. The UNCW School of Social Work, **Office of Field Education**, will provide the agency with:

1. current social work curriculum materials, including a BSW Program Field Education Manual,
2. an orientation to the field education goals, objectives and procedures for the BSW Program,
3. field education objectives as stated in the student Learning Contract/Evaluation Form,
4. updates in policy and curriculum, as needed,
5. library privileges at the UNCW Randall Library,
6. educational workshops and seminars for CEU credit.

B. The UNCW School of Social Work will assign a **Faculty Liaison** who will:

1. consult with the agency field instructor to assist in the design of an individualized field experience with each intern, clarifying learning objectives, learning tasks and evaluation criteria suitable to student learning styles,
2. assess student learning progress through regular contact with the student and the agency field instructor, including a minimum of one on-site field visit to evaluate student practice at the end of the semester, with other visits provided as determined by the field faculty, the agency field instructor and/or the intern,
3. solicit recommendations from the field instructor to enhance field policies, procedures and curriculum as needed,
4. attend seminars for the field instructors to enhance working relationships with the field instructors, and
5. make the determination of the field grade based on field instructor recommendation and student performance in field seminar.

C. The **Agency** will:

1. assign a qualified, professional staff person who will serve as an on-site field instructor, preferably one trained in social work using the strengths perspective.
2. treat the student in a nondiscriminatory manner as pertains to race, color, religion, gender, age, sexual orientation, veteran status or disability,
3. pay student travel expenses incurred by students in the delivery of client services, according to

- agency policy,
- 4. provide adequate space for conducting services in a professional manner, consistent with agency resources, including access to support services, supplies, telephone, etc., and
- 5. notify the student of any potential health or safety hazard in the working environment.

D. The agency **Field Instructor** will:

1. attend field education orientation and seminars sponsored by the UNCSW School of Social Work, Office of Field Education,
2. assist the student in identifying appropriate BSW generalist learning tasks and evaluation criteria as needed to complete the student learning contract,
3. provide weekly supervisory conferences (minimum of 1 hour/week) with additional consultation as needed,
4. assign activities and projects consistent with student and departmental learning objectives,
5. assign clients to the student, when student readiness indicates,
6. consult with the faculty liaison if there are questions/concerns about student performance and/or field assignments,
7. assess student performance, using the BSW Learning Contract and Evaluation Form,
8. provide input on strengths and recommendations to enhance the BSW curriculum and field education program,
9. **notify the school of Social Work, Office of Field Education, immediately of any agency changes in personnel or resources that will impact the student's learning experience, especially when a new field instructor assignment is indicated,** and
10. supervise students in a manner of practice consistent with the NASW Code of Ethics.

This agreement shall be subject to change upon a 90-day written notice by either party. After discussion and due consideration, by both parties, the agreement may be amended with mutual consent. Changes must be included in writing and signed by both parties to be valid.

Authorized Agency Representative Signature	Coordinator/Assistant Coordinator of Field Education
Title/Position	
Date	Date
Agency Field Instructor	UNCW Faculty Liaison
Date	Date

Revised 6/1/12

Revised 6/18/10