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SOCIAL WORK DEPARTMENT  
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## Social Work Field Instructor Profile Form

This form is used to assist in determining your qualifications for field instruction. Please complete the information below and forward the form to:

Michelle George MSW, LCSW, BCD  
Field Coordinator  
Messiah University  
One University Avenue Suite 3057  
Mechanicsburg, PA 17055

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Agency  
Affiliation: \_\_\_\_\_  
\_\_\_\_\_

Agency  
Address: \_\_\_\_\_  
\_\_\_\_\_

Professional Education:

University: \_\_\_\_\_ Degree  
Awarded: \_\_\_\_\_ Date: \_\_\_\_\_

University: \_\_\_\_\_ Degree  
Awarded: \_\_\_\_\_ Date: \_\_\_\_\_

University: \_\_\_\_\_ Degree  
Awarded: \_\_\_\_\_ Date: \_\_\_\_\_

Describe any experience you have in training students in the field of social work and/or social services.

Describe why you are interested in being a field instructor.

Describe your philosophy for teaching students in a practice setting.

Describe what skills you will bring to this learning experience for students.

The following is to be completed by the field coordinator for Messiah University  
Reviewed and approved: \_\_\_\_\_ Date: \_\_\_\_\_

### **Letter of Agreement for Field Practice Form**

The following student \_\_\_\_\_

Will be interning at (agency) \_\_\_\_\_

From (Dates) \_\_\_\_\_ to \_\_\_\_\_.

Expectations for Field Practice

Responsibilities for students:

1. Students are expected to read and abide by the policies, criteria and procedures for students outlined in the Messiah University Handbook.
2. Students are expected to have read and to abide by the guidelines outlined in the NASW Code of Ethics.
3. Students are expected to familiarize themselves with and adhere to the confidentiality procedures of their placements and to the laws of the state.
4. Students are to recognize their role and responsibilities as a social work student, and to recognize the qualifications and limitations that go along with that role when working with clients.

5. Students are expected to accurately and reliably maintain written and other records required by their placement.

6. Students are to refrain from dual relationships with anyone with whom they are providing clinical services.

7. Under no circumstances should students become involved in sexual or romantic relationships of any sort with clients of the practice agency. Additionally, they are expected to refrain from any type of sexual harassment.

8. Students are expected to notify the agency, field liaison and field coordinator of any condition that might adversely impact their ability to serve their clients or provide services at the agency.

#### Responsibilities of Agencies and Field Instructors:

1. It is expected that agencies and field instructors conduct themselves in a manner that is consistent with the guidelines outlined in the NASW Code of Ethics.

2. The agency and the field instructors are expected to read and abide by the policies, criteria and procedures for agencies and field instructors outlined in the Messiah College Handbook.

3. Field instructors are expected to participate in the Field Instructor's Seminars offered by the College

4. Field instructors are expected to at a minimum provide one hour of supervision to each student and to work with the student to complete the learning needs contract, the student mid-semester evaluation and the final evaluation.

5. The agency is expected to provide a safe and respectful learning environment for the student, as well as abide by the rules and regulations governing quality human services practice.

6. The agency will notify the field liaison and the field coordinator of any issues or concerns related to the student or the student placement.

#### Responsibilities of the Social Work Department:

1. It is expected that the faculty conduct themselves in a manner that is consistent with the guidelines outlined in the NASW Code of Ethics.

2. The faculty is expected to develop and abide by the policies, criteria and procedures for the social work program outlined in the Messiah College Handbook.

3. The faculty is expected to provide a Field Instructor Seminar at least once per year.

4. The faculty is expected to provide a preparation to field experience course to students prior to students entering field and to provide a senior seminar course that runs concurrent with the

practice experience where students and Messiah faculty can process placement learning and experiences.

5. Under most circumstances, the designated faculty will make a minimum of two site visits to the agency and student to ascertain progress of the student in practice and to provide guidance for any special issues that may arise.

6. Social work faculty are responsible for making final decisions about a student's placement in an agency and are responsible for awarding the grade for the practice experience.

By signing below I am agreeing to the responsibilities outlined above.

Signature of Agency

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Field

Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_