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Student Field Placement Agreement

Social Work Program • ENMU Station 35 • 1500 S Ave K • Portales, NM 88130
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I, _____, agree to the following conditions in order to participate in a Social Work Field Placement:

- I understand that the final decision for my field placement site will be at the discretion of the Social Work Program field director.
- I must obtain Student Professional Liability Insurance through the National Association of Social Workers or other approved insurance providers and submit proof of insurance coverage prior to the onset of my field practicum.
- I will adhere to the NASW Code of Ethics, the State Board of Social Work Examiners' Code of Conduct of my state and ENMU's Student Code of Conduct.
- I will obey all federal, state and local laws.
- I will comply with the policies, procedures and expectations of ENMU's Social Work Program and Field Education Program as set forth in the BSW Student Manual, the Field Instruction Manual and the course syllabi.
- I will comply with all field agency policies and procedures. I agree to review all agency policies and procedures within two weeks of beginning the practicum.
- I will strictly maintain the confidentiality of clients' identities and circumstances; and follow HIPAA laws, procedures and guidelines.
- I will conduct myself in a professional and ethical manner at all times. This includes being punctual, reliable and responsible in all field education assignments, as well as, interacting in a professional, nondiscriminatory manner with all clients and staff of the agency.
- I will set and adhere to a schedule for the hours of my field practicum and provide a copy of the hours to my field instructor and field liaison.
- I will have the Learning Contract signed by my field instructor and approved by the field liaison by the third week of practicum.
- I will alert my field instructor and field liaison immediately of any personal or professional difficulties which impede my ability to perform my assigned tasks.
- I will comply with ENMU's policy about transportation of clients. I understand that I cannot transport clients in my vehicle at any time. Should the field agency's policy allow me to transport clients in an agency vehicle, I will consult with my insurance agent and agree to purchase any additional personal insurance coverage needed.
- I will come fully prepared and will participate actively in all scheduled meetings with the field instructor. I agree to meet at least one hour a week with the field instructor for supervision and will notify the field instructor if I have to miss any supervisory sessions. I understand that it is my responsibility to arrange and prepare for weekly supervisory sessions and to arrange meetings with the field instructor and field liaison for midterm and final evaluations.

- I will regularly attend and participate in weekly field placement seminar classes.
- I will complete and submit all course assignments and documentation to the field liaison in a timely manner, to include the Learning Contract, Time Sheets, Supervisory Reports, Weekly Journals, Student Evaluation and Field Program Evaluation.
- I understand that I must maintain a cumulative GPA of 2.00, a Social Work GPA of 2.0, and 2.0 in all core Social Work courses throughout my enrollment in the field program.
- I authorize the Social Work Program faculty to discuss my progress in my social work courses, including field placement, with each other and with my field instructor.

I understand that failure to comply with the conditions set forth in this agreement may result in my dismissal from my field placement site, the field program and/or the Social Work Program. I understand that failure to complete a field placement may result in my having to repeat the field placement course or other consequences, including dismissal from the Social Work Program.

Student signature

Date

Witness

Date