

ARIZONA STATE UNIVERSITY
SCHOOL OF SOCIAL WORK
STUDENT PLACEMENT AGREEMENT

The ASU School of Social Work seeks formal affiliation with public and private agencies whose policies and programs are consistent with the Mission of the ASU School of Social Work.

Process:

The potential Field placement agency's capability to provide the setting, experiences, supervision and instruction is assessed by the Field staff using the following procedures. In order to assume completion of these steps for Field placement of students, agencies are encouraged to make initial contact with the School at least 30 days in advance of Field placement.

1. Identification of Potential Field Placement:
Agency personnel, community persons, students and faculty may identify potential placements by contacting the Field staff.
2. Field Instructor Certification Training:
This training is designed to provide a basic orientation to the Field program of the ASU School of Social Work. All agencies who are interested in becoming affiliated as Field placement agencies with the School must send a designated social worker to this Field Instructor training (approximately 8 hours), which is scheduled twice a year to obtain Field Instructor Certification. These trainings are provided at no cost to participants.
3. Agency Confirmation and Agreement:
The Agency is notified of approval after the *Social Work School's Student Placement Agreement* has been signed by the appropriate parties at both the Agency and the School.

Criteria for Selection of Agencies:

Agencies are selected on their ability to provide a student with the opportunity to gain practical professional experience through directed instruction and supervision in activities and settings reflective of the Field guidelines for each level of the School's Field educational program. The following criteria are used to assess the Agency's capability to provide appropriate Field placements.

1. Commitment to active participation as a partner in professional education for social work. This is a primary criterion and involves an acceptance of the NASW Code of Ethics, the basic objectives of the Mission of the School's educational program and a readiness to invest time and effort in the educational process. Cooperative planning is required by both the School and Agency to facilitate the arrangements needed to enhance the student's learning.
2. Ability to provide the instructional staff. The Agency considering a partnership with the School should assess both its capability to assume the obligations involved and the advantages derived from the association. A substantial investment of interest and staff time is essential.

In addition, the following expectations are basic for every affiliation:

1. The Agency should be able to assure the availability of an appropriate variety, quality and quantity of practice learning experiences with individuals, families, groups, organizations and communities.
2. The Agency will be expected to assure the availability of records prepared by students for instructional and evaluative use at the School, subject to appropriate professional safeguards.
3. The Agency will provide the physical facilities necessary to accommodate students. When possible, these include desk space, a meeting room for seminar instruction where indicated, facilities for privacy in interviewing and tutorial instruction, resources for necessary travel including home visits, provisions for dictation and other essential clerical services. The School encourages agencies to provide accessibility to handicapped persons.

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4. Whenever possible, agencies are encouraged to make available educational stipends.

The School has found certain practices to be educationally desirable and will plan with the Agency where possible for implementation:

1. Placement of two or more students in the Agency is desirable, and at least two students with each Field Instructor.
2. Opportunities for learning experiences with staff, social workers and persons from other disciplines.
3. Commitment of the Agency to high standards of education and internship practice.

Criteria for Selection of Field Instructors:

The School and Agency select Field Instructors who satisfy the following criteria:

1. MSW with two years experience and LCSW preferred.
2. For BSW supervision, a BSW with two years' experience.
3. Employment at agency for a minimum of six months prior to becoming a Field Instructor.
4. Agreement to participate in Field Institutes and Field Instructor Certification Training, which are provided by the School for Field Instructors.
5. Interview with person to determine level of practice and interest in the education of social work students.

Our Expectations of Field Instructors:

Field Instructors will be expected to:

1. Complete the required **Field Instructor Certification Training**, which includes an orientation to the School's curriculum.
2. Develop a clear **Learning Contract** with the student about performance expectations. The expectations are to be stated in terms of behavioral learning goals, methods of achievement and standards of measurements. ([Link for Learning Contracts: BSW, MSW Foundation, MSW ADP \(Advanced Direct Practice\), MSW PAC \(Policy, Administration and Community Practice\): http://ssw.asu.edu/admissions-degrees/field-folder/field-education-forms-1/learning-contract-forms](http://ssw.asu.edu/admissions-degrees/field-folder/field-education-forms-1/learning-contract-forms).)
3. Provide instruction on a regular basis and a supervisory conference, ordinarily one hour a week.
4. Develop specific practice opportunities, which will enable the student to fulfill the expectations of the Learning Contract.
5. Provide feedback to student -- on an ongoing basis -- as to performance.
6. Communicate to the student and to the faculty liaison about any unusual opportunities, conditions or problems as soon as they are evident.

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Affiliation Forms – Please read the following instructions and then CTRL/Click on the two web addresses below for the affiliation forms and submit them at your earliest convenience.

Instructions for the Student Placement Agreement Form:

1. Please fill in the complete legal name of your agency.
2. To avoid renewing the agreement every year, we recommend that you insert 5 years for the Duration. Please note that this duration does not obligate you to request interns each of those years.
3. Please insert the Effective Date as the first day of classes of the semester the interns will start.
4. Please insert on Page 1 on the line next to “University” one of the following areas from which you would like to request interns:
 - a. Arizona State University
 - b. College of Public Programs (Includes: School of Community Resources & Development, School of Criminology and Criminal Justice, School of Public Affairs, School of Social Work)
 - c. School of Social Work
5. Please see Item #6.3 regarding the signer of this agreement.
6. Please mail the agreement via U.S. mail to the most applicable address below:
 - a. Phoenix: Field Education Office, School of Social Work, College of Public Programs, Arizona State University, 411 North Central Avenue, Suite 800, Phoenix, AZ 85004. No faxes are allowed since the agreement is considered a legal document. If you have any questions, please call: 602-496-0063.
 - b. Tucson: ASU Tucson Component, 340 N. Commerce Park Loop, Suite 250, Tucson, AZ 85745. No faxes are allowed since the agreement is considered a legal document. If you have any questions, please call: (520) 884-5507.

Student Placement Agreement Form: http://www.asu.edu/counsel/forms/student_plcmt_agmt.pdf

Agency Field Profile Form: <http://ssw.asu.edu/admissions-degrees/field-folder/field-education-forms-1/for-agencies-and-field-instructors/field-agency-profile-form.doc/view>

**ARIZONA STATE UNIVERSITY
SCHOOL OF SOCIAL WORK**

VISION

*Leaders in promoting social justice and enhancing quality of life
through innovative education, research and service*

MISSION

Prepare ethical and effective social workers and scholars who become leaders in the promotion of social justice, engage in best practices in the delivery of human services, contribute to shaping more just social policies and devote their careers to finding the most effective means of serving those in need. The School emphasizes life-long learning, evidence-based practice, and understanding and respect for the unique social, political and cultural diversity of the Southwest.

The School achieves its mission by:

- 1. Providing innovative educational programs that produce effective social work professionals, leaders and scholars dedicated to creating a more just and humane society;*
- 2. Conducting research that illuminates the causes and consequences of social injustices, seeks effective solutions to complex social problems and provides effective means to implement these solutions in social policies and social work practice; and*
- 3. Engaging in service that promotes social justice, enhances quality of life and creates a more humane society.*