STUDENT PLACEMENT AGREEMENT INSTRUCTIONS

Student Placement Agreement Form:

- The sample form is a reference of a Standard Student Placement Agreement (SPA). The Standard Student Placement Agreement has been created and approved by the Office of Clinical Partnership and General Counsel for Arizona State University. Students should share this sample with the agency to determine if they are willing to enter into an agreement with Arizona State University. This form will be completed electronically through Docu-Sign, a web based system for acquiring authorized signatures. **Do not sign the Sample Form.**

- The Field Office needs the agency authorized signer's name, title, phone number, and email address listed on the Agency Contact Sheet. This person may not be your Field Instructor.

- If the agency would like to enter into a Non-Standard Student Placement Agreement, please have agency representative contact the Field Education Office to provide a Word Document of the Agreement. As a reminder, when using a nonstandard agreement, the process can take between 3 and 6 months to complete.

Agreement Details Sheet:

- This form should be completed by the identified Field Instructor or Authorized Agency Representative.

- Fill in all of the areas on the left-hand side of this PDF form under Sponsor Details.

- Next to “Sponsor Name” please insert the agency name as it will appear on the Agreement.

- Next to “Agreement Term,” use Start and End Dates for 1 year up to 5 years. A 5 year agreement is recommended. Example: 01/01/2019 – 01/01/2024.

- The agency representative or Field Instructor will fill in the “Educational Opportunity” box with a description of the social work activities and internship opportunities available at the agency.

Please email these documents to your Field Education Specialist or sswfield@asu.edu. If you need any additional information or assistance, please call our main office at 602-496-0063.