This sets forth the agreement between Bridgewater State University, a not-for-profit educational corporation, existing under the laws of Commonwealth of Massachusetts with its principal campus and office in Bridgewater, Massachusetts on behalf of its academic program known as Bachelor of Social Work Program, and _____________ (“Agency”) with its principal office located at _________________ relating to field instruction for the Program’s students placed at the agency.

1. PURPOSE
The Program considers field instruction a vital component in the education of future social work professionals. It, therefore, recognizes the importance of the settings where field instruction takes place. To maintain and provide the educational excellence which is in the best interest of responsibilities of the parties involved can be mutually beneficial.

2. RESPONSIBILITIES OF THE PROGRAM
The Program, in cooperation with the Agency, will assume the responsibility for assigning students to placements giving consideration to the specialized services of Agency and the skills and knowledge of its staff.

The Program shall provide the agency field supervisor with a Student Handbook and Field Manual which states the objectives, policies, and procedures pertaining to field instruction.

The Program, in the person of the faculty field liaison, will assist the student and the Agency in developing an educational program which reflects the needs and objectives of the Agency, Program, and Student.

The Program will provide overall coordination of training for field supervisors to help provide appropriate learning experiences for Students.

Responsibility for grades for performance in the field instruction placement rests with the faculty field liaison. Such grades will be based on an evaluation of the Student’s performance and will include input from the field instructor.

Should it become necessary to make a change in the Student’s field placement, both the Program and the Agency will be involved to assure that the needs of the Student, Agency, and the clients are met.

3. RESPONSIBILITIES OF THE AGENCY
The Agency will allow Students to engage in field instruction in the furtherance of the Student’s academic program at the facilities for a period of 16 hours per week.

The Agency will provide a field supervisor who possesses the qualifications, knowledge and skills necessary to provide quality field instruction.
The field supervisor will be allowed Agency time each week for individual supervisory conferences.

The field supervisor will be allowed Agency time to attend Program sponsored training and field orientation sessions for field supervisors.

The field supervisor will complete and submit a Mid-Year Student Evaluation in December and a Final Student Evaluation in May at the end of the second semester.

The Agency field supervisor shall cooperate with the Program’s faculty field liaison in providing any other information necessary for Student evaluation.

The Agency will provide the Student with appropriate learning experiences that meet the needs of the Student and the educational objectives and goals of the Program as outlined in the Field Manual.

The Agency will provide the Student with the physical facilities and support services necessary to carry out duties of his/her field placement.

4. GENERAL TERMS
Both the agency and the program will assume responsibility for the content and quality of the educational experience of the student. Appropriate faculty members, the student and the field supervisor will work closely with one another toward this objective. Students are not employees of either the agency of the university but are students engaged in an academic program.

All parties to this agreement intend to cooperate with the others in fulfilling their duties under the agreement and shall interpret its provisions as promoting the interest of social work education and the community.

This agreement shall be construed and enforced with the laws of the Commonwealth of Massachusetts.

This agreement may not be modified or amended without the written consent of both parties.

This Agreement is established by the following signatures of the parties:

Agency:
By________________________
Title_______________________
Date_______________________

Bridgewater State University
By________________________
Title Administrator of Field Education
Date______________________________