

**LETTER OF AGREEMENT FOR SOCIAL WORK FIELD EDUCATION**  
**BETWEEN AGENCY, PROGRAM, AND STUDENT INTERN**

**Semester:** \_\_\_\_\_

**The Field Education Instructor/Supervisor and Student Intern** will need to review and sign this form.

Please make two copies: one for the Field Instructor/ Supervisor and one for the student intern.

Please return the original to the **Coordinator of Field Education or Field Liaison** within the first week of field placement.

Student Intern: \_\_\_\_\_

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

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

- I. The student intern will be in the agency for up to 15 weeks, from \_\_\_\_\_ to \_\_\_\_\_: **400 total hours** for the equivalent of 10 credits. The student intern will concurrently be attending an Integrative Seminar Class on **Mondays from 9 am until 12 p.m.** OR from **12:30 p.m. until 3:30 p.m.** The **seminar class time is not** included in the total field hours.
  
- II. The student intern will exhibit the practice behaviors and core competencies through the practice tasks and assignments mutually agreed upon by the student intern and the instructor/supervisor, with feedback from the faculty liaison. These practice tasks/assignments will be defined specifically in the Field Education **Learning Agreement and evaluated throughout the semester through various means including process recordings, direct observation, consultation, mid--semester evaluation, etc. culminating in the end of the semester competency based evaluation.**
  
- III. The agency **Field Education instructor/supervisor** will recognize the student as a Field Education student intern and to that end will **provide appropriate experiences and instruction.** The agency instructor/supervisor agrees to provide adequate agency resources including regular supervision to allow maximum learning for the student intern per the roles and responsibilities for Field Education identified in the Field Education Manual.
  
- IV. Student intern and client safety is a crucial part of social work practice. The **student intern** is required to **obtain his/her own liability insurance.** Student interns are also required to obtain criminal clearances and child abuse clearances. Additionally if the student intern will be working with children/adolescents, he/she is required to obtain an FBI clearance. **Verification of liability insurance and clearances are required before the student intern begins his/her field education experience. Students should bring copies of their clearances and liability insurance to the Field Instructor/supervisor within the first week of placement.**
  - Student interns need to complete any **safety training(s)** that are required of agency staff.
  - Student interns need to complete any **other pertinent training(s)** that are required of the agency staff.
  - **Student interns should not transport clients in their own vehicles.** Student interns who are requested to transport clients in an agency vehicle must be covered by the agency vehicle insurance policy and a verification of agency vehicle insurance coverage needs to be presented to the Field Education Coordinator prior to any event in which a student intern is involved in transporting clients in an agency vehicle.

V. The Social Work Program will provide the student intern and the agency instructor/supervisor with the following:

- A **concurrent integrative seminar class** for student interns is scheduled on Mondays from 9 am until 12 p.m. OR from 12:30 p.m. until 3:30 p.m.
- **Coordinator of Field Education** to oversee the Field Education Internship Experience for student interns and provide assistance to agency instructors/supervisors and field liaison as needed.
- A designated **field liaison** will make a minimum of two visits with the agency instructor/supervisor and student intern and will maintain regular contact with both the field instructor and student intern throughout the semester to negotiate the tasks/activities of the Field Education Learning Agreement, discuss any issues or concerns, and to process the student intern's accomplishments in terms of the practice behaviors and core competencies. **Face-Face visits can be substituted with phone or web based meetings on a case-by-case basis when all parties are in agreement.** Additionally, the field liaison is able to provide consultation to the agency instructor/supervisor on any issues that arise with the field education internship placement.
- A **grade for the student intern** that is directly correlated to the degree of accomplishment/level of competency that the student intern has achieved in terms of a successful internship placement in preparation for future professional social work practice.
- **Workshop(s) and training(s)** relevant to professional social work practice.

VI. **Contact Information**

**Field Education Director**

Shiloh D Erdley-Kass, DSW, MSW  
2120 McCormick Center for Human Services  
400 East 2<sup>nd</sup> Street  
Bloomsburg, PA 17815  
[serdley@bloomu.edu](mailto:serdley@bloomu.edu)

**Field Liaison**

Tammy Carson, MSW, MPA  
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400 East 2<sup>nd</sup> Street  
Bloomsburg, PA 17815  
[tcarson@bloomu.edu](mailto:tcarson@bloomu.edu)

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Field Education Student Intern

Date

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Agency Field Education Instructor/Supervisor

Date

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Liaison/Coordinator of Field Education

Date