

**ALBANY STATE UNIVERSITY**  
*Department of Social Work*  
**OFFICIAL FIELD EDUCATION AGREEMENT**  
**For Social Work Students Entering Field Placement**

I, \_\_\_\_\_, understand that participation in Field Education requires adherence to certain professional standards. I agree that while participating in Field Education:

1. I must and will attend all required field orientations and field meetings in order to remain in the field. I have received this information and agree to abide by it. \_\_\_\_\_(Initial)
2. I understand that a student can and will be terminated from the program if s/he is unable to secure a field placement after three (3) interviews. \_\_\_\_\_(Initial)
3. I understand that field practicum hours must be completed during the hours specified in my Field Learning Contract agreed to by the BSW Field Coordinator and myself. \_\_\_\_\_(Initial)
4. I understand that students are required to purchase professional liability insurance no later than the fifth week of having applied for field practicum courses. I acknowledge that I have applied and secured liability insurance through NASW or another organization ensuring social work field students. \_\_\_\_\_(Initial)
5. I understand that if I am absent from field without notifying my BSW Field Instructor and Faculty Field Liaison/Field Coordinator more than one time, my field placement will be terminated and a failing grade will be assigned. \_\_\_\_\_(Initial)
6. I will adhere to the Code of Ethics of the National Association of Social Workers and the Georgia State Board of Social Work Examiners., and as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work, State of Principles. \_\_\_\_\_(Initial)
7. I will follow all laws of the State of Georgia. \_\_\_\_\_(Initial)
8. I will comply with all agency policies and procedures. I agree to review all agency policies and procedures **within two weeks** of beginning the practicum. \_\_\_\_\_(Initial)
9. I will adhere to the ASU Student Code of Conduct. \_\_\_\_\_(Initial)
10. I will come fully prepared and participate actively in all scheduled meetings with the Agency Field Instructor. I agree to meet at least weekly with the Field Supervisor for supervision and notify the Field Supervisor if I have to miss any supervision sessions. I understand that it is ***my responsibility*** to arrange supervision meetings. \_\_\_\_\_(Initial)

11. I will submit all seminar assignments to the Agency Field Instructor prior to the date these assignments are due in seminar. I understand the Field Instructor must approve and sign seminar assignments before submission to the seminar instructor to ensure client confidentiality. Late papers will be penalized based on the ASU Social Work Department policies. \_\_\_\_\_(Initial)
12. I will come fully prepared and participate actively in all scheduled seminar classes and will complete all seminar assignments and turn them ***in on the due date***. \_\_\_\_\_(Initial)
13. I will comply with the ASU policy for using my vehicle for transporting clients. I understand that I cannot transport agency clients in my vehicle at any time. \_\_\_\_\_(Initial)
14. I will conduct myself in a professional manner at all times. This includes being punctual, reliable, and responsible in all field education assignments, as well as interacting in a professional manner with all clients and co-workers. \_\_\_\_\_(Initial)
15. I will set a schedule of my hours at the agency and adhere to the schedule. I will submit the schedule to my seminar instructor by the second seminar meeting. \_\_\_\_\_(Initial)
16. I will negotiate a learning contract with my Field Instructor and submit it in writing to the seminar instructor. \_\_\_\_\_(Initial)
17. I will comply with all policies, procedures, expectations, and consequences set forth in the “ASU Social Work Field Education Manual.”
18. I understand that I must maintain a Cumulative Grade Point Average of 2.5 and a Social Work Grade Point Average of 2.6 throughout my enrollment in the field program.

I understand that failure to comply with this agreement could negatively affect my standing in Field Education and the Baccalaureate Social Work Program and preclude participation in Field Education.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date