

SALEM STATE COLLEGE
School of Social Work

Graduate Field Education Department

TEACHING-LEARNING AGREEMENT

Student's Name: _____ Date: _____

Agency: _____

Field Instructor: _____

Faculty Liaison: _____

Placement Year: ___ Foundation (first) ___ Advanced Concentration (second)

This form must be completed and submitted to Liaison and Field Office by completion of week three (3) of placement.

I. Orientation to the Agency: Please describe briefly the orientation activities in which the student will participate.

II. Educational Structure

A. Assignments: Please describe student's assignments (e.g., cases, groups, projects, task forces, macro projects).

- B. Hours and Days at Agency: _____

- C. Beginning Date of Placement: _____
Ending Date of Placement: _____
Additional Hours: If student will be doing more than the required number of hours
(foundation year: 464; advanced year: 600). Please specify.
-

- D. Meetings:
1. Required (days & times): _____
2. Optional (days & times): _____
- E. Other learning resources available (e.g., case presentations, inservice, seminars,
rounds): _____

III. Supervisory Structure and Process

- A. Primary (MSW) Supervision
1. Field Instructor: _____
2. Day and Time: _____
3. Amount of Time Weekly: _____
4. Format: ___ Individual ___ Group
- B. Secondary Supervision (Preceptor supervisor must have Masters in related field)
1. Supervisor: _____
2. Day and Time: _____
3. Amount of Time Weekly: _____
4. Format: ___ Individual ___ Group
- C. Backup/Emergency Supervision: When primary field instructor is absent,
emergency consultation and supervision will be provided by: _____

- D. In case of student absence, s/he should: _____

- E. Written (or other) Recordings: Please refer to the Curriculum Guide for Field
Education for the School's requirement for recordings. Briefly describe the
expectations for the student in your setting vis a vis this policy. It is helpful to
clarify when the student is to submit weekly assignments in order to have super-
visory review prior to scheduled weekly meetings.

F. Agenda for Supervision: Please describe how agenda for supervision will be set, and who will take responsibility: _____

G. Teaching Strategies for Supervision Sessions: Please list or describe teaching strategies (e.g., process records, observation, role play, video): _____

H. Evaluation:
1. Field Instructor(s) responsible for filling out evaluation at end of each semester: _____
2. The School suggests that the evaluation process be initiated at least two weeks prior to the due date to allow adequate time for discussion and reflection. Both the student and the Field Instructor(s) should participate in the evaluation, with the student expected to become competent in objective self-assessment skills.

IV. Learning Goals

The following categories are based on the Learning Objectives outlined in the Curriculum Guide for Field Education and the Field Instructor Evaluation of Student. Please incorporate content specific to the population served and mission of the Agency, as applicable and goals appropriate for MSW I or MSW II students.

A. Learning Objectives: (to be completed for Foundation and Advanced students)
1. Professional Identity and Role: _____

2. Values and Ethics: _____

3. Practice Method:
a. General: _____

- b. Assignments with Individuals and Families: _____

- c. Assignments with Group Work: _____

- d. Assignments with Macro Practice: _____

B. Advanced Learning Objectives for Advanced Placements: (to be completed for Advanced Concentration Year students only)

Please refer to the specific goals and objectives consistent with the student's concentration.

C. Please address any requirements specific to the Agency. (e.g., extended school year expectations)

V. Signatures

A. Student: _____ Date: _____

B. Field Instructor: _____ Date: _____

C. Faculty Field Liaison: _____ Date: _____

**RULES OF PROFESSIONAL CONDUCT FOR ALL STUDENTS
IN FIELD PRACTICUM EXPERIENCES**
(Addendum to Teaching-Learning Contract)

- I. Student interns will understand their responsibilities and practice within the limits of their defined roles, training, and competencies as defined and approved in their placement's mission and in the Teaching-Learning Agreement. They shall be expected to adhere to all agreed upon requirements with regard to attendance, required days and hours, and performance of duties as contracted or amended.
- II. Student interns shall behave in a legal, ethical, and moral manner in the conduct of their Field Education experience, maintaining both a personal and professional integrity, and avoiding any actions or involvement in procedures not approved by qualified supervisors which would cause harm to others.
- III. Student interns shall respect the integrity and protect the welfare of the individuals and the groups with whom they work. They shall not misrepresent their roles or competencies to agency staff, clients, collaterals, or others. Professional concerns or problems with others shall be discussed with the agency Field Instructor or Faculty Field Liaison.
- IV. Student interns shall, at all times, respect the confidentiality of information about clients or patients in the course of their Field Practicum experience. They also shall be aware of agency policies or guidelines relating to research or training with human subjects.
- V. Student interns will avoid undertaking any activity in which competency, personal problems, or conflicts of understanding are likely to lead to inadequate performance. If, or when, such a situation arises, they shall seek Field Instructor or Faculty Field Liaison assistance to determine the appropriate course of action.
- VI. Student interns acknowledge having read and are mindful of the NASW Code of Ethics, the current MSW Field Education Curriculum Guide, and the current School of Social Work Student Handbook of Policies and Procedures.

I fully understand and agree to abide by these rules of professional conduct for students in a Field Practicum course.

Signed and witnessed on this date: _____
(Month) (Day) (Year)

Field Education Student

Field Instructor (witness)