

NMSU SCHOOL OF SOCIAL WORK

Field Work Agreement in Student's Place of Employment

Student Name _____ MSW _____ BSW _____

Agency:

Agency Name _____

Agency Address _____ City _____ Zip _____

Agency Phone _____

Executive Director or Administrator Name _____

Current Supervisors Name _____

Conditions for Practicum in place of employment:

1. The student has completed the agency's probationary period or six months of employment, unless employment is new.
2. The agency meets the standards for consideration as a field agency and is willing to sign or has signed an affiliation agreement with New Mexico State University.
3. The agency has or has arranged to have a qualified licensed MSW or BSW with two years post- masters experience who can serve as field instructor.
4. The agency agrees that the supervisor for the field is not the student's supervisor for regular employment
5. The agency and the School of Social Work both agree that the assignments given to the student/employee are consistent with the educational goals and objectives of the School and that the assignments show evidence of sound educational design and progressive development of the student's abilities at the BSW or MSW level. This will be documented in the student's Field Work Learning Agreement.
6. In the case of existing employment past six months, this may mean lighter caseloads, involvement in client and community based assignments not typically assigned by the agency yet overseen by the Field Instructor, and additional hours beyond the normal work week.

Information regarding student's employment in the agency:

1. Length of employment at agency: _____

2. Student's current job title and job description:

3. What kind of work assignments does the student now have?

4. Information regarding proposed practicum assignment:
- a. Specify the new activities the student will do in the field placement.
- _____
- _____
- _____
- b. How will the agency insure that the field experience will differ from the student's job?
- _____
- _____
- _____
5. The student's field practicum placement time will be _____ days per week, totaling _____ hours, over a minimum of 14 weeks per semester. (If applicable, the student will be expected to work an additional _____ hours per week in their non-student, regular employment role.)
6. The student will have at least one hour of field instruction each week from the designated MSW Field Instructor discussing the educational aspects of the practicum and will have adequate time for record writing and other necessary preparation. Yes _____ No _____

Current Work Supervisor _____

Proposed Field Instructor (and a copy of his/her resume) _____

Reviewed by Field Coordinator with the following adjustments:

PLEASE SIGN

Field Coordinator _____ **Date** _____

Agency Director _____ **Date** _____

Employment Supervisor _____ **Date** _____

Field Instructor _____ **Date** _____

Student _____ **Date** _____

Return to:
Field Coordinator
 Martha G. Roditti, MSW, PhD, Las Cruces

Associate Field Coordinator
 P.J. Shannon, MSW, Albuquerque