



# St. Cloud State University

Department of Social Work  
College of Health and Wellness Professions

## MSW Field Practicum

### Field Placement Forms Checklist

\_\_\_\_ Completed Handshake Application for Field Placement

\_\_\_\_ Field Instructor Data Sheet

\_\_\_\_ Field Agency Information Form

\_\_\_\_ Student Internship Agreement

\_\_\_\_ Agreement to Place Contract

\_\_\_\_ Field Agency Contract

\_\_\_\_ NASW Social Work Code of Ethics Agreement

***All forms are required. Forms will be completed and submitted to the Department of Social Work prior to the start of the field placement.***

#### Key Terms:

- I. **Field Practicum:** Graduate field experience also referred to as an Internship or Field Experience.
- II. **Field Agency:** The host site for the Field Practicum.
- III. **Field Instructor:** The person employed by the Field Agency who has an MSW degree from an accredited social work program and has a minimum of two years of professional social work experience. The Field Instructor supervises the Field Practicum.
- IV. **Task Supervisor:** The person employed by the Field Agency that supervises the Field Practicum if the Field Instructor does not have an MSW degree.
- V. **Field Director:** The SCSU faculty member that directs the Field Education Program.
- VI. **Field Faculty Liaison:** The SCSU faculty member that teaches the Field Seminar course and provides oversight for the Field Practicum.

**MSW Field Practicum**  
**Field Instructor/Task Supervisor Data Sheet**  
St. Cloud State University Department of Social Work  
College of Health and Wellness Professions

Name:  
Position/Title:  
Agency Name:  
Agency Address:  
Phone:  
E-mail:

Field Instructor/Task Supervisor Educational Background:

BSW  Other Bachelor's (Specify)  \_\_\_\_\_  
MSW  Other Master's (Specify)  \_\_\_\_\_  
PhD/DSW  Other (Specify)  \_\_\_\_\_

Field Instructor/Task Supervisor Professional Background:

Number of years in human service:  
Number of years in this agency:  
Number of years in above stated position:

Other specific training (describe type and amount):

Are you licensed as a social worker in the state of Minnesota?

LSW  LISW   
LGSW  LICSW   
License #: \_\_\_\_\_

Do you hold any other professional license(s)? (Please specify):

How many SCSU Master of Social Work (MSW) student interns have you supervised in your role as Field Instructor in the last five years?

How many student interns from other majors/schools have you served as the Field Instructor for in the last five years?

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**Field Instructor/Task Supervisor Signature**

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**Date**

**MSW Field Practicum**  
**Field Agency Information Form**  
St. Cloud State University Department of Social Work  
College of Health and Wellness Professions

Agency:  
Address:  
Phone:  
E-mail:

Provide a job description for an MSW social work student 300 or 600 hour field placement (may be provided here or on a separate sheet).

Describe the agency mission and services provided.

Describe the field application process for a prospective social work student.

List any special conditions or qualifications a prospective intern must meet to be accepted for a field placement (e.g., background check, automobile, language fluency, health screening).

How often is your agency interested in hosting an intern (every semester, every other year?)

Required Field Agency Documents:\*

- \_\_\_\_\_ Copy of Field Instructor Degree(s)
- \_\_\_\_\_ Copy of Current Field Instructor Resume or CV
- \_\_\_\_\_ Copy of Field Agency Non-Discrimination Policy
- \_\_\_\_\_ N/A – Documents provided to Social Work Dept. within Past Two Years

\*email documents to [socialwork@stcloudstate.edu](mailto:socialwork@stcloudstate.edu)

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Field Instructor/Task Supervisor Signature

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Date

**MSW Field Practicum**  
**Student Internship Agreement**  
St. Cloud State University Department of Social Work  
College of Health and Wellness Professions

This contract establishes a relationship between the field agency, the student named below, and the University, for the purposes outlined in the MSW Field Manual. By signing this contract, each party has read, and agrees to the roles and responsibilities of the student, the Field Agency, the Field Agency Instructor and the Faculty Liaison as outlined in the MSW Field Manual.

Field Education/Internship Experience: Master of Social Work Internship

Dates of Field Experience:

Hours per week:

Student:

Field Agency:

Field Agency Instructor (MSW):

Field Agency Task Supervisor (if applicable):

**Student Responsibilities:**

In exchange for the opportunity to participate in a field experience at the above referenced agency, the student agrees to:

1. Be present at the internship site on the dates, times and the number of hours agreed upon. The student will promptly notify the agency if unable to report.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, required dress, and a willingness to learn.
3. Furnish the faculty liaison with all necessary information and complete all necessary reports requested by the faculty liaison.
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the agency, follow all instructions given by the agency, and always conduct themselves in a safe manner.
5. Consult with the faculty liaison about any difficulties arising at the field agency site.
6. Not terminate their participation in the internship prior to the agreed upon end date without first consulting with the faculty liaison.
7. Not terminate their participation in the internship prior to the agreed upon end date without notifying the field agency instructor.
8. Conform to all applicable provisions of the University Code of Conduct.

**The student also understands and agrees that:**

1. Placement and participation in this field experience is not employment with St. Cloud State University or the field agency.
2. The student is not covered by St. Cloud State University's worker's compensation coverage.
3. The field agency does not promise or guarantee any future employment for the student.
4. The student is responsible for providing their own health insurance and for any and all medical expenses incurred by them related to any injury, loss, or illness sustained by them while participating in field education at the agency.

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**Student** **Date**

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**Field Agency Instructor** **Date**

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**Task Supervisor (if applicable)** **Date**

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**Faculty Liaison** **Date**

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**Director of Field Education** **Date**

**MSW Field Practicum  
Agreement to Place Contract**

St. Cloud State University Department of Social Work  
College of Health and Wellness Professions

This contract establishes a relationship between the agency, the student named below, and the University, for the purposes outlined in the MSW Field Manual. By signing this contract, each party has read, and agrees to the roles and responsibilities of the student, the Field Agency, the Field Instructor and the Field Faculty Liaison, outlined in the MSW Field Manual.

Name of Student:

Phone:

Student Address:

Student SCSU Email:

Name of Field Agency:

Field Agency Address:

MSW Field Instructor:

Phone:

E-mail:

Task Supervisor (if applicable):

Phone:

E-mail:

Student Placement Level (check one): Foundation  Concentration

Placement Start Date:

Placement End Date:

**Signatures/Dates:**

Student:

Field Instructor:

Task Supervisor (if applicable):

Director of Field Education:

## **MSW Field Practicum**

### **Field Agency Contract**

St. Cloud State University Department of Social Work

College of Health and Wellness Professions

This contract serves as an agreement between the St. Cloud State University Department of Social Work and the community agency serving as a field placement site for MSW students. The contract will be in effect from the date of signature unless either party seeks dissolution of the agreement.

The Social Work Program agrees to the following provisions:

- To ensure that students seeking internships have a minimum of two years post Master's Degree in social work or social service experience.
- To provide the agency with an understanding of the Department of Social Work's expectations of the student intern, agency field instructor and field faculty liaison.
- To assist students and field instructors in developing a learning contract that will specify measurable student learning activities that correspond to the Foundation or Concentration objectives for the MSW Program.
- To designate a field faculty liaison who will meet with the student and agency field instructor twice during the internship to review the student's learning contract and to assist in the student's evaluation.
- The field faculty liaison will be available during the internship to discuss any questions or concerns that the student, agency, or field instructor may have regarding the internship.
- To provide the agency field instructor information about the MSW Program to facilitate their work in helping the student integrate theory and practice.
- To grade the student's internship (Satisfactory or Unsatisfactory) carefully considering the recommendations of the agency field instructor.
- To provide information about the MSW curriculum and the most current research about field instruction and learning to field instructors and task supervisors in a combination of seminars, electronic communication (e.g. email, online discussion groups, etc.), and in-person meetings.

The field agency agrees to the following provisions:

- Complete the required Department of Social Work paperwork annually to document suitability of the field placement, the field instructor's credentials, and the agency's policy of non-discrimination.
- Provide a qualified MSW field instructor in accordance with guidelines set forth by CSWE and the Department of Social Work. If an on-site MSW field instructor is not available, the agency will work closely in identifying an off-site MSW field instructor that meets the criteria outlined in the MSW Field Manual.

- Provide the necessary time for the field instructor and task supervisor, if any, to complete their responsibilities related to field instruction.
- Provide the student with the necessary supports to complete their field placement including workspace, administrative support, and reimbursement for work-related expenses such as mileage.
- Relate to the student in their student learner role and not as a paid employee.
- Offer the student opportunities to meet their learning objectives while learning to work within an organizational structure.
- Familiarize the student with the agency's personal safety policies and protocols. It is assumed that all human service agencies have policies and procedures to ensure the personal safety of the staff and other clients.
- Inform the MSW Field Director if any sanctions are placed on the agency by NASW and to remove itself from consideration for placements until such sanctions are removed.

Provision for Termination of Internships:

A student's field practicum may be terminated for such reasons as poor academic performance, lack of a student's ability to follow work-related policies, failure on the part of the student, field instructor or field agency to meet the expectations for ethical practice, or other problems that make it advisable for the student to discontinue his/her internship.

Prior to terminating a field placement, all attempts will be made to resolve the problem and provide the student with the necessary support to continue their internship. If these attempts fail, it may be necessary for a field placement to be terminated early.

In the case of an internship termination, all three parties (agency, school, and student) will meet to discuss the termination.

Agency Name:

Address:

**Signatures/Dates:**

Agency Field Instructor:

Task Supervisor (if applicable):

Director of Field Education:



**MSW Field Practicum**  
**NASW Code of Ethics Agreement**  
St. Cloud State University Department of Social Work  
College of Health and Wellness Professions

The core foundation of social work practice is in our ability to not only assist people in need, but also to do no harm. Social workers interact with people in their most vulnerable moments. Therefore, it is crucial that the profession holds itself to high standards regarding professional behavior. Toward that end, the National Association of Social Workers (NASW) has adopted a comprehensive set of values and ethics.

As an MSW student entering into field practicum, the Social Work department at St. Cloud State University expects that you hold yourself to the professional standards adopted by the NASW. Before beginning your placement, you must agree to the following:

That you understand and adhere to the six core values of Social Work including: Service, Competence, Social Justice, Dignity and Worth of a Person, The Importance of Human Relationships, and Integrity.

That you be aware of the Code of Ethics in the following areas:

Responsibilities to Clients, Responsibilities to Colleagues, Responsibilities in Practice Settings, Responsibilities as Social Work Professionals, Responsibilities to the Social Work Profession, and Responsibilities to the Broader Society.

That you endeavor to follow the Code of Ethics to the best of your ability while in your field practicum, both in your practice setting and in the classroom.

That you understand that failure to follow the Code of Ethics can result in disciplinary action by the department including, but not limited to, removal from your placement, and/or removal from the MSW program.

I agree to adhere to all of the above statements:

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**Student Name (Printed)**

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**Student Signature**

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**Date**