

Field Practicum Student Agreement

The following statements are in accordance with the Department of Social Work Education's policies and procedures. For further detailed information about the field education program, please refer to the Graduate Field Education Manual.

Please read the following statements carefully, and sign at the bottom of the page:

1. I hereby certify that the statements contained in this completed Field Practicum Application and any other information included as part of the application to field are **true and correct**. I agree and understand that any misrepresentation or omission of any material facts on my part may be cause for delay in, or removal from, field placement, and will initiate review by the Field Coordinator.
2. I hereby give permission to the CSUF Department of Social Work Education, and its faculty members, and any of the approved field practicum agencies or field instructors to verify any information contained within this application (including contacting former employers, field practica, and/or field instructors).
3. I understand that any information contained in this field application and any pertinent information (e.g., health information provided by me to meet agency requirements) relating to my professional student role may be discussed between the DSWE faculty and approved practicum agencies and their representatives.
4. I understand that field agencies may require satisfactory results from a background investigation, fingerprint check, physical examination, TB test, verification of immunizations, valid CA. driver's license, training etc. in order to begin a field internship in the agency. **I understand that I will be responsible for the costs of any screenings not covered by the agency.** Finally, I understand it is my responsibility to clear these requirements before my internship is scheduled to begin. Delays can result in my being dropped from field and practice classes for this academic year. **I give my permission for DSWE to release information submitted to DSWE to meet these prerequisites to the agency to which I am assigned.**
5. I shall fulfill the responsibilities of the student intern role, be in compliance with all field policies and procedures as outlined in the Graduate Field Manual and the CSUF University Policies and Regulations outlined in the general catalog. This includes but is not limited to:
 - a) I have completed, or will complete by the time I begin my internship, all prerequisites set by DSWE for the field internship. Exceptions must be approved before I may proceed into the field internship.
 - b) I will not contact agencies on my own to arrange for a field internship experience.
 - c) I understand that I **cannot** be guaranteed a placement on weekends/evenings and that I will need to make arrangements to participate in my internship for approximately 16 (MSW1) -21 (MSW2) hours a week.
 - d) I understand that I may be required to commute outside of Fresno city/county for my internship.
 - e) I understand that I shall maintain professional conduct in accordance with the university and department academic policies and standards (including the N.A.S.W. Code of Ethics and professional social work values).
 - f) I understand that I must be enrolled in SWrk 280/281 or SWrk 282/283 (MSW1 or MSW2 field placement respectively) concurrently with SWrk practice courses.
 - g) I understand that the Department of Social Work Education makes every effort to place all eligible students but cannot guarantee that an agency will agree to provide me with an internship.
6. If the situation arises and I need to terminate the internship prior to fulfilling my commitment, I shall terminate in an appropriate, professional manner as designated by the department and assigned agency. I will provide **written and verbal notice** as required by the department and agency. All leaves of absence need to be discussed and approved by the department chair and the field coordinator. If I fail to follow these procedures, I may not be allowed to return to the social work program.

I have reviewed and understand all of the above statements and agree to comply with all of the above, the university and department policies and procedures, the graduate field manual, and the NASW Code of Ethics. If I am not in compliance with the department's policies and procedures, I understand that I can become ineligible for field placement. I certify that the information contained in this field application is true and correct.

Student Name (Print) _____ **Date** _____

Student Signature _____

Reviewed with 2nd year field application (Initial/Date): _____ // _____