

**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 Undergraduate 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 SWRK 181-I/182-I Field 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 will initiate review by the Field Coordinator and may be cause for delay in, or removal from, field placement.
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 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, or verification of immunizations, valid CA. driver's license, training etc. in order to begin an 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 Delays can result in my falling behind on internship hours and assignments and/or being withdrawn from field and practice classes for this academic year.
5. I shall fulfill the responsibilities of the student intern role, be in compliance with all field policies and procedures as outlined in the Undergraduate Field Manual and the CSUF University Policies and Regulations outlined in the general catalog. This includes but is not limited to the following.
  - a) I have completed, or will complete by the beginning of fall semester, all prerequisites set by DSWE for the field internship. Exceptions must be petitioned and 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 a minimum of 15 hours a week over two semesters.
  - 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 181-I/182-I (field placement) concurrently with SWRK 180/183 (practice classes) in the fall/spring semesters respectively.
  - 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 the above statements. I agree to comply with all of the above, the university and department policies and procedures, policies as stated in the undergraduate field manual, and the NASW Code of Ethics. If I am not in compliance, 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** \_\_\_\_\_