

RESPONSIBILITIES IN FIELD EDUCATION

Mutual Responsibilities

The Ramapo College Social Work Program, the agency, and the student each have responsibilities in carrying out the objectives of the field component of the curriculum.

RESPONSIBILITIES OF THE COLLEGE SOCIAL WORK PROGRAM

1. selection of the student to be placed at the agency based on the student's education needs and interests as determined by the social work faculty in consultation with the student
2. provide whatever relevant background on student is required by the agency (background, educational needs, interests and aptitudes)
3. inform the agency of the school schedule
4. conduct class session to teach basic human behavior and social work practice knowledge and values necessary as a base for the field placement
5. faculty-field liaison (professor of the appropriate practice course) to conduct a minimum of one agency visit a semester and periodic phone conferences to follow up on student's progress and/or problems
6. availability of the faculty-field liaison (professor of the appropriate practice course) to consult with the field instructor when student is having problems in field placement
7. availability of the Field Placement Coordinator for help in problem solving when the faculty-field liaison is not available
8. provide the field instructor with appropriate course outlines
9. provide the evaluation form to be completed by the field instructor and the student
10. meet with the student periodically on campus to assess student progress and/or problems

11. provide three meetings/seminars annually for field instructors with the purpose of program orientation, teaching supervision skills, and encouraging agency and field instructor input into the social work curriculum
12. provide a Field Manual stating the objectives, policies, procedures, and content of the curriculum and practicum
13. determination and assignment of the final grade for each semester of the practicum. The grade is based on the student's performance in meeting the course's expected educational outcomes and the individual learning goals as reflected in the field instructor's written evaluation
14. provide Professional Liability Insurance for the student while in field placement.

RESPONSIBILITIES OF THE AGENCY

1. provide assignment and learning experiences which will enable the student to achieve practice competencies
2. accept students for placement on a non-discriminatory bases. The agency retains the right to reject individual students who cannot function in the agency's program
3. provide resources and facilities for carrying out assignments, office and desk space, phone, supplies, cars for home visits
4. reimbursement of student for expenses incurred while on agency business, such as home and agency visits, group activity supplies, etc.
5. provide field instructor for student with a MSW degree from an accredited school of social work
6. provide an alternate supervisor if the field instructor is to be absent from the agency on a field placement day
7. provide a minimum of one hour weekly of individual, supervision focusing on the professional growth and development of the student as well as on agency assignments
8. to orient the student to the agency's structure, function, services and personnel
9. to assign field placement hours so that they do not interfere with class times

10. facilitate the student's integration of classroom knowledge with field practice
11. notify the faculty-field liaison, as soon as possible, of any problems in student performance or in meeting expectations and working collaboratively on their resolution
12. provide ongoing feedback and evaluation to the student, and guide the student in development of her/his capacity for self-evaluation
13. to allow the student, where possible, to follow the college vacation schedule (one month between the end of December and end of January, and one week during the spring). Where this is not possible it must be negotiated with the student during the first week of field placement
14. engage the student in a formal evaluation conference at the end of each semester assessing the student's performance, strengths and weakness, and provide a direction for future professional growth and development
15. complete a written evaluation of the student's performance at the end of each semester. Share the final evaluation for signature with the student
16. participate in workshops, seminar/meetings held on college campus for orientation and training of field instructors.

RESPONSIBILITIES OF THE STUDENT

1. use the field experience as a positive opportunity for professional growth and development.
2. to respect the highly confidential nature of the case materials she/he is working work. Clients are not to be discussed with friends, family or in the dormitories. Cases, appropriately disguised, may be discussed in social work classes, where all students will treat as confidential all information presented by others.
3. know and utilize the social work code of ethics as a base for interactions with client systems, agency personnel, and the community. Sexual harassment of students by agency personnel, and of clients by students is a violation of the code of ethics and the law.
4. act in a responsible and professional manner.
5. dress appropriately according to the nature of the field setting and per guidelines from the field instructor or agency policy.
6. follow assigned work hours. Call agency immediately if you will be delayed.
7. call the agency if unable to report to work. Plans for making up an absence should be made with the agency field instructor within two weeks of the absence.
8. assume responsibility for self direction of learning.
9. assess your knowledge and skills in the field of social work, and identify with your field instructors the assignments and tasks which will help you develop the necessary competencies.
10. prepare written material to complete a contract with your field instructor (not in Introduction to Social Work).
11. accept responsibility for management of workload and completion of assignments.
12. read and abide by agency procedures and practices for service provision, working hours, lunch, and breaks.
13. do not schedule field placement hours which interfere with classes at school.
14. negotiate vacation time with your field instructor the first week of field placement.

15. be available and prepare for regular and individual and group supervision by reviewing previous week's work, write recordings where assigned (twice weekly process recordings in Theory and Practice I and II), and prepare questions and issues for discussion in session.
16. participate fully in activities planned for students including conferences, visits with other agency personnel, seminars, etc.
17. keep whatever recordings are the standard procedure of the agency. Student's whose writing skills do not meet the standards needed by the agency are expected to get tutoring. Faculty will help the student to arrange necessary tutoring.
18. participate in the completion of the end of semester evaluation of your progress by preparing input for the evaluation conference that includes a self-assessment of your work.
19. students have a responsibility to the clients served by the agency. This includes the responsibilities to treat the information received in a confidential and respectful manner; to be sensitive about personal feelings; and to be accepting of life styles that differ from his/her own.

