

University Partnership Program Field Instructor Agreement

Performance Standards

1. Become familiar with the Field Practicum Course Syllabus and review with student
2. Assist student in designing, negotiating and implementing a wide range of field learning experiences in line with:
 - Expectations of the College of Social Work
 - Expectations of the Field Practicum Course Syllabus
 - Expectation of field placement setting
 - Student's needs and objectives
3. Help student become familiar with and utilize resources within the agency as well as the larger social welfare system
4. Meet with student for at least one hour in weekly, planned conferences to engage in continual mutual educational assessment
5. Encourage student to share course syllabi from practice classes and integrate into field experiences
6. Submit a written plan of educational goals for student's learning to the faculty field liaison
7. Submit formal written evaluations of students performance to the Office of Field Education
8. Recommend an appropriate, well documented grade to the liaison as per deadlines set in the Field Practicum Calendar
9. Communicate on a continuing basis with faculty liaison regarding student's performance and meet with faculty field liaison in agency setting at least once per quarter
10. Develop a relationship with student that will provide a climate of reciprocal learning
11. Encourage maximum student activity and creativity within educationally sound limits
12. Provide student accessibility to self or support staff
13. Act as a primary role model of professional practitioner
14. Attend scheduled monthly meetings and trainings offered for University Partnership Program field instructors
15. Provide recommendation to Human Resources regarding hire of student prior to conclusion of field placement

Signature on this document indicates the following:

- Understanding, agreement and acceptance of these terms as a Field Instructor for the University Partnership Program
- Understanding that compensation will be provided only upon satisfactory completion of the required tasks for the duration of the field placement
- Understanding that compensation for a field placement, that is terminated prior to the conclusion of the academic year, will be pro-rated, given satisfactory completion of required tasks for the specified time of field instruction provided
- Understanding that the components of field instructor evaluation include satisfactory completion of tasks outlined above, written student evaluation and field liaison evaluation

Signature

Printed Name

Date