



**LETTER OF AGREEMENT FOR A FIELD PLACEMENT WITHIN STUDENT'S PLACE OF  
EMPLOYMENT**

<b>STUDENT INFORMATION</b>	
<b>Student name:</b>	
<b>Student number</b>	
<b>Practicum term:</b>	
<b>AGENCY INFORMATION</b>	
<b>Agency name:</b>	
<b>Student's employment role:</b>	
<b>Focus of new learning activities for field placement:</b>	
<b>Is this placement paid or unpaid?</b>	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
<b>If paid, will the agency provide health/safety and liability insurance coverage?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Field Supervisor:</b>	
<b>Telephone number:</b>	
<b>E-mail:</b>	
<b>Employment Supervisor:</b> <i>(if different from Field Supervisor)</i>	
<b>Telephone number:</b>	
<b>E-mail:</b>	

The above-named student has submitted a proposal to the School of Social Work at Carleton University to complete a social work field placement in an organization in which they are currently or formerly employed as part of their Bachelor of Social Work (BSW) or Master of Social Work (MSW) degree program.

The purpose of this form is to serve as a letter of agreement between the student, the employment organization, and the School of Social Work outlining the parameters of this workplace placement experience.

### **Field Education:**

Field education is a central component of the BSW and MSW degree programs at Carleton University, and is guided by the standards for social work education set by the Canadian Association for Social Work Education (CASWE). The purpose of field education is to enable students to apply social work theory, knowledge, and skills learned in the classroom to real-life practice in the field.

### **Required Hours:**

Social work students in accredited programs in Canada must complete a minimum number of hours during their field placement.

- Bachelor of Social Work (BSW) students: **352 supervised field hours**, which may consist of 28 hours per week for full-time placements and 14-16 hours per week for part-time placements.
- Master of Social Work (MSW) students: **450 supervised field hours**, which may consist of 32 hours per week for full-time placements and 14-21 hours per week for part-time placements.

### **Faculty Liaison Role:**

All of our field placements are supported by a Faculty Liaison from Carleton University. This person holds a minimum of an MSW degree and is a member of the faculty in the School of Social Work. The Faculty Liaison is responsible for coordinating the evaluation of the placement, including the facilitation of two consultations during the placement term. The Faculty Liaison is the key point of contact for both the Field Supervisor and the student throughout the placement and is available and accessible to support the placement as needed.

### **Field Supervisor Role:**

Field supervisors play an integral role in social work field education, and provide mentorship and supervision to students in the field placement setting.

The School of Social Work offers a range of supports for Field Supervisors, which include optional orientation and training workshops when on-campus activities are occurring, as well as a comprehensive online Field Supervisor Resource Hub, which is designed to support your supervisory practice and to direct you to a wide variety of literature, trainings, podcasts and videos that are available freely on the internet, without need for library access.

A Field Supervisor generally holds a BSW or MSW degree, although exceptions can be made to this requirement. A Field Supervisor must have an interest in field instruction and supervision, and a willingness and ability to meet the following responsibilities related to a workplace practicum:

1. Provide the student with an appropriate working space and work-related materials.
2. Learning contract:
  - i. Meet with the student once the student has prepared their initial learning contact and offer suggestions regarding how the learning objectives might be met in the setting, the tasks and activities available, and the possible limitations.
  - ii. Attempt to work out a mutually agreed upon learning contract with the student.
  - iii. Use the learning contract in the following ways: to guide the work of the student; to review the student's progress in supervision sessions; and to evaluate the student's achievement of learning outcomes at the mid-point and end-point of the placement.

3. Establish and provide the student with appropriate work assignments to ensure that the student is given the opportunity to work on tasks that are related to the learning objectives.
4. Provide a minimum of one hour per week of regularly scheduled supervision with the student to work towards achieving the student's learning goals and competencies.
5. Expose the student to other relevant learning opportunities such as training workshops, staff meetings, team conferences, agency visits, etc.
6. Meet and consult with the Faculty Liaison as required during the placement to discuss the student's progress and performance in the field placement.
7. If concerns develop about the student's progress in the placement component of their work: discuss the concerns with the student as early as possible and document the specific behaviours or indicators of lack of progress in writing; discuss remedial action with the student; and contact the Faculty Liaison and/or Practicum Coordinator for consultation.
8. Complete the written Mid-Point and End-Point Evaluation Forms, and facilitate mid-point and end-point evaluation conferences with the student.
9. Provide a learning environment that is safe and free from harassment and discrimination.
10. Ensure that the CASW Code of Ethics (2005) and the Guidelines for Ethical Practice (2005) are upheld by the student at all times.

### **Administrative Responsibilities for Field Supervisors:**

**To finalize a field placement offer, review and sign the following forms:**

1. Practicum Agreement Form
2. Letter of Agreement for a Field Placement within Student's Place of Employment
3. CU Letter to Placement Employers (re: Ministry of Advanced Education and Skills Development insurance coverage, unpaid placements only).
4. Pre-Arrival COVID-19 Measures and Protocols Training Attestation

### **During placement:**

Consultation with Faculty Liaison:

1. Consultation #1 (first 3-6 weeks of placement)
2. Consultation #2 (mid-point)
3. Consultation #3 (SOWK 3600 students only)
4. Telephone consultations as needed, should issues/challenges arise

Forms:

1. Approve Learning Contract
2. Mid-Point Evaluation Form
3. End-Point Evaluation Form

### **Agreements:**

#### **Student's Responsibilities and Acknowledgement**

As a BSW or MSW placement student from Carleton University:

1. I understand that the field practicum is a central component of my degree and consists of the following mandatory components: field placement (minimum of 352 hours for BSW students and 450 hours for MSW students), practicum seminars, Faculty Liaison consultations, and written requirements. I understand I must complete all practicum components by the established course deadlines to obtain a satisfactory grade for my practicum course.

2. I have read and understood the Roles and Responsibilities of the Student in field practicum (Section 2.3) and the Professional Conduct policy (Section 9.6) as outlined in the Practicum Manual.
3. I confirm that this workplace placement enables new learning for me, as outlined in my Workplace Proposal, which I have submitted to the School of Social Work.
4. I confirm that the primary focus of this workplace practicum is my learning as a student in the BSW or MSW program at Carleton University.

**STUDENT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **Field Supervisor's Responsibilities and Acknowledgement**

As a Field Supervisor to a Carleton University BSW or MSW student in the above-named agency:

1. I have read and understood the roles and responsibilities of the Field Supervisor in a workplace practicum as laid out in this document.
2. I confirm that the primary focus of this workplace practicum for the above-named student is the student's learning as part of their studies in the BSW or MSW program at Carleton University.
3. The student will work under my supervision, or my designate, and I will inform the student in advance of this designates name and contact.
4. I agree to provide consistent supervisory/feedback sessions to encourage the student's learning and professional growth.
5. I agree to complete and sign all required School of Social Work documents (e.g., learning contract, mid-point and end-point evaluations) and participate in field consultations pertaining to the student's placement.

**FIELD SUPERVISOR NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **Placement Provider's Agreement**

1. I agree that the student will be provided with the appropriate organizational support, including appropriate workspace and time, during the agreed-upon field placement hours, to meet their workplace practicum learning objectives.
2. If the student is completing a paid practicum in their current employment role, I can confirm that the student's liability and health/safety insurance coverages are provided by our organization, as with all other employees, and that the University system is not responsible for insurance coverages during the paid placement period.

**EMPLOYMENT SUPERVISOR NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_