

Department of Social Work

BEAVER COLLEGE OF HEALTH SCIENCES
APPALACHIAN STATE UNIVERSITY

Student Field Placement Agreement

All students participating in an Appalachian State University (hereinafter “University”), Beaver College of Health Sciences, Department of Social Work Field Education placement (hereinafter a “Field Placement”) are required to follow the policies and procedures of the University, the Department of Social Work BSW or MSW Field Education Manual and website, all relevant State and Federal regulations and laws, and any requirements of the agency in which they are placed. All students must carefully review the information provided in the Field Manual and in this document. Prior to beginning a field placement, students are required to read and sign this agreement.

Students are not required to participate in a Field Placement if they do not feel it is safe to do so. Graduation requirements remain the same. Students are encouraged to discuss questions and concerns with the Field Director prior to the start of the fall semester or with their Seminar Instructor after the semester begins, and with the BSW Program Director and Advisor or the MSW Program Director and Advisor, to determine what options might be available for their given situation. Recognizing each student's unique situation, it is imperative that students maintain communication with field faculty in the event of any changes in circumstances that may impact their Field Placement.

Student Attestations for Social Work Field Placements:

1. I will act professionally and ethically at all times during my Field Placement. This includes, but is not limited to, adhering to the [NASW Code of Ethics](#), the Academic Performance Standards as outlined in the BSW and MSW Program Student Handbooks, maintaining confidentiality, and complying with all applicable federal and state privacy laws, and giving priority to the rights and needs of clients over my own.
2. I will follow the policies, procedures, rules, regulations, programs, and operating standards of the placement agency and of University, including timely completion of all documentation and records required by the agency and the Department of Social Work.
3. I will initiate and engage in academic and professional social work development through active participation in field seminar, regular field supervision, and self-assessment of the Council on Social Work Education’s nine social work competencies and associated behaviors as outlined in my

Learning Contract and Evaluation.

4. I will accept supervision and instruction of the agency representative designated as my Field Instructor and social work supervisor at the agency or my Seminar Instructor if no social work supervision is available.

5. I will provide accurate, timely and complete information to the field office, especially regarding my experience, legal involvement (arrests, criminal charges, convictions, or pleas) and other issues potentially relevant to field education.

6. I will secure authorization from my Field Instructor/Seminar Instructor or social work supervisor for use of any agency materials or records prior to using them in academic coursework. I understand that I am not to audio or video record interviews without consent from the client and my Field Instructor or social work supervisor. I will familiarize myself with and follow the [Standards for Technology in Social Work Practice](#).

7. I understand that I am responsible for reading and understanding the field policies and procedures. Prior to beginning my Field Placement, I will review the contents of either the [BSW Field Education Manual](#) or the [MSW Field Education Manual, as applicable to my program](#).

8. I give permission to share my name and agency placement name with other University students for purposes of student carpooling and/or student placement inquiry. (Yes/No) When deciding whether to carpool, students are strongly encouraged to follow current CDC guidelines and the University's policy on face masks.

9. I will review and comply with the university, department, field, and agency health and safety policies including those specifically related to COVID-19, and any Governor's Orders or local public health requirements and recommendations in affect at the time of my Field Placement.

10. I understand that infections and communicable diseases are common in social work service delivery settings and may pose a threat to students participating in a Field Placement. During the performance of social work activities, I may have contact with individuals who have AIDS (HIV), Tuberculosis (TB), Hepatitis (Hep B), COVID-19, and other infections. Due to this risk, all students, faculty, and staff will be expected to complete educational training courses about the novel coronavirus and COVID-19 before returning to campus. The student course includes information on the following:

- An introduction to the coronavirus and the disease it causes;
- How to protect yourself and others;
- How to seek help if needed;
- Contact tracing and other public health guidance; and
- Community expectations for caring for one another and keeping each other safe.

Please check your student email for the coronavirus pandemic training link which was emailed to students in late July. **You are expected to complete this training before your first day in your Field Placement.**

12. In accordance with Appalachian State University Policy # 302.8, I understand I am required to wear a face mask, face shield, or personal facial covering, maintain physical distancing when possible, and perform hand hygiene regularly. I will take all necessary precautions and follow prescribed protocols to prevent the spread of infection. I understand that Appalachian State University will make facial masks (3 per student) available to me that I can use when I am in my Field Placement and practicing in person. I understand that I must have a personal thermometer (for symptom checking) and hand sanitizer readily available to me.

13. I agree to minimize my baseline risk of infection by following the requirements below:

a. I will protect my health in my curricular and extra-curricular interactions and follow recommended guidelines to diminish contagion.

b. Regarding travel, I will meet any University and relevant health system requirements.

c. If I test positive, I agree to inform my Field Instructor and my Seminar Instructor. I acknowledge that I must be assessed and cleared by the University's Student Health Services (if eligible), my personal physician, or community health care provider prior to returning to my assigned Field Placement setting. I will provide a note from my healthcare provider to my Seminar Instructor before returning to my Field Placement after any positive test. I acknowledge that I must also follow the policies of the Field Placement setting regarding my return.

e. If I have spent time in a factory, prison, group home, health care site, and/or congregate living facility **that has been designated as having an outbreak of COVID-19** (i.e., two recent cases of laboratory-confirmed COVID-19 attributed to the facility) or other high risk situation in the past 14 days, I acknowledge that I must be assessed and cleared by University's Student Health Services (if eligible), my personal physician, or community health care provider prior to returning to my assigned field placement setting. I will provide a note from my healthcare provider to my Seminar Instructor before returning to my Field Placement. I acknowledge that I must also follow the policies of the Field Placement setting regarding my return.

14. I agree to monitor myself for symptoms prior to starting an in-person Field Placement setting and every day until the Field Placement ends. I agree to complete the COVID-19 Daily Health Screen before coming to campus or to my Field Placement site:

<https://healthcheck.appstate.edu/>.

CDC Guidelines can be accessed with the link here. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

By your signature below and by your participation in a social work Field Placement, you acknowledge and agree to the following:

Compliance with Student Protocol. I have received, read, and understand the requirements in this agreement and have completed the required training. I agree that I will take all necessary precautions and follow prescribed protocols to prevent the spread of infection.

Effect of Delayed Return to Field Placement. I understand that for medical or personal reasons, I may delay taking or completing my Field Placement courses, in accordance with University policy. Options for this delay include taking a leave of absence or taking classes as planned except for my Field Placement. If I am considering one of these options, I will discuss it with my Seminar Instructor, Field Director and Advisor so that my plan of study and enrollment can be updated. I understand that some of these options may result in a delay in my completion of the Social Work program requirements and graduation.

I understand that typing my full name into this box constitutes a legal signature confirming that I acknowledge and warrant the truthfulness of the information provided in this document. I also am agreeing voluntarily to continue with my Field Placement.

Student Signature: _____ Date: _____