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Student - School BSW Field Practicum Agreement

The *Student - School BSW Field Practicum Agreement* shall serve as a letter of understanding between Students completing their BSW Field Practicum (SCWK 3300 or SCWK 4302) (*herein after referred to as the "Student"*) and the BSW Program of the Memorial University of Newfoundland School of Social Work, specifically the Field Education Coordinators and ultimately, the Dean of the School (*herein after referred to as the "School"*).

This agreement was signed on this _____ day of _____, 20____

between the

School of Social Work, Memorial University of Newfoundland

and

(name of Student)

in reference to

_____ SCWK 3300 or _____ SCWK 4302

The BSW program and field practicum are solidly grounded in the Canadian Association for Social Work Education (CASWE-ACFTS) Educational Policies and Standards for Accreditation for Canadian Social Work Education (2021) (the "**Standards**"). The Standards state:

1. Field education is a critical and distinctive aspect of social work education and takes place in the context of field education practicums (Domain 3.3 Preamble).
2. The purpose of field education is to integrate theory and practice, enabling students to further develop, refine, and enhance the values, knowledge, and skills reflective of the core learning objectives identified in the Standards (Domain 3.3 Preamble).
3. The field education curriculum provides students with opportunities to develop the values, knowledge, attributes, and skills required to meet the thirteen core learning objectives identified in the Standards (SB/M 3.4.4).

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4. Field education practicum objectives, student learning objectives, practicum procedures, expectations, administrative structures, and evaluation processes are published in the BSW Field Education Manual (SB/M 3.3.2).
 5. The field education curriculum at the BSW level includes integrative seminars that offer opportunities for students to integrate the learning from field education practicums with learning from classroom-based courses. With SCWK 3300 – Practicum 1, students will complete SCWK 3311 – Social Work Knowledge and Skills for the Integration of Theory and Practice. As of the 2025-25 academic year, SCWK 4302 – Practicum 2 will include integrative seminars (SB/M 3.3.3).
 6. The field education curriculum is consistent with the school's mission and goals and reflects the values of the relevant Social Work Codes of Ethics (SB/M 3.4.1).
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The Field Setting and the School of Social Work have signed an *Agency/School BSW Field Practicum Agreement* and a *BSW Field Practicum-Information Sharing Agreement* concerning the field practicum in which Students wish to participate.

This *Student - School Field Practicum Agreement* describes School and Student duties and responsibilities associated with participating in the aforementioned Field Practicum.

Prior to beginning Field Practicum, Students are required to meet with a Field Education Coordinator as part of the process of reviewing the field application and identifying potential practicum opportunities for students. Students are expected to carefully review the *Student - School Field Practicum Agreement* prior to this meeting. The Student's signature on this Agreement indicates that they are prepared to accept a BSW Field Practicum in accordance with the terms and conditions set out in this Agreement.

Whereas Students are required to complete BSW Field Practica in order to obtain field experience;

And whereas the School is agreeable to coordinating BSW Field Practica for Students;

And whereas Field Settings agree to provide BSW Field Practica for Students;
This *Student - School BSW Field Practicum Agreement* witnesses that the School and the Student have agreed that the terms and conditions of the BSW Field Practicum be as follows:

1. Responsibilities of the School:

- 1.1 The School will keep confidential all documents, data, information, and other material provided to or obtained by either of the parties related to: service recipient care; Student performance; the particular mental health, physical, learning or environmental disabilities, challenges, or conditions, or personal circumstances of Students; and all other information identified by either party as confidential or personal information, in accordance with social

work values and the CASW Code of Ethics, the *Access to Information and Protection of Privacy Act* (ATIPPA), the *Personal Health Information Act* (PHIA) and other applicable privacy legislation, and the terms of the *Agency/School BSW Field Practicum Agreement* and the *BSW Field Practicum - Information Sharing Agreement*.

Within the School, said information may be accessed by School-based Field Instructors, Field Education Coordinators, Manager and/or Coordinator of Academic programs and the Academic Program Assistant. Within Field Settings, said information may be accessed by Field Instructors, Agency Mentors, and Agency Coordinators. The Dean of the School shall have access to said information in the case of an appeal or other special circumstances. Other persons may have access to said information, subject to mutual agreement by Students, Field Settings, and the School.

- 1.2 The School will designate representatives (*Field Education Coordinators*) with responsibility for field education development, coordination, administration, and monitoring (SB/M 2.2.1).
- 1.3 The School will designate representatives (*Field Education Coordinators*) in order to maintain close, reciprocal, and ongoing relationships with field instructors/agency mentors; exchange important information; monitor Student educational experience in Field Practica; and consult and collaborate with Field Instructors/Agency Mentors and Students regarding the Student progress or problems (SB/M 2.2.13).
- 1.4 The School is responsible for initiating discussions with Field Settings regarding the number of Students who will be participating in Field Practica. The Field Education Coordinators will facilitate appropriate matches between Students, Field Instructors/Agency Mentors, and Field Settings (SB/M 2.2.11 and 2.2.12).
- 1.5 Prior to the commencement date of Field Practica, the School will provide Field Settings with relevant information regarding Student: 1) academic preparation and performance; and 2) past field practicum experience. The Student's signature on this agreement signifies their consent to the disclosure of said information to Field Settings.
- 1.6 The School shall ensure that Students with disabilities are reasonably accommodated in Field Practica and have options for a variety of Field Practica.
 - 1.6.1 Prior to the commencement date of Field Practica, the School will provide Field Settings with relevant information regarding the Student's particular mental health, physical, learning, or environmental disabilities, challenges, or conditions, or personal circumstances requiring accommodation during BSW Field Practica disclosed to the School by Students, provided Students consent to the disclosure of said information in the *BSW Student Application for Field Practicum*.
- 1.7 The School acknowledges and agrees that there will be, from time to time, exceptional circumstances that arise whereby Field Settings may find it necessary to require Students to leave Field Settings and terminate BSW Field Practica on a temporary or permanent

basis for what is deemed as inappropriate conduct or unacceptable performance on the part of Students or for circumstances related to Field Settings.

The School acknowledges and agrees that Students never knowingly will compromise the well-being of service recipients (individuals, families, groups, organizations, or communities) of Field Settings, and that Field Settings are the final authority on all aspects of care/intervention for service recipients (individuals, families, groups, organizations, or communities) who are the focus of services.

- 1.8 The School acknowledges and agrees that there will be, from time to time, exceptional circumstances that arise whereby Students may find it necessary to leave Field Settings and terminate Field Practica on a temporary or permanent basis due to concerns with the Field Instruction or Field Setting, or due to personal circumstances
- 1.9 The School acknowledges and agrees that there will be, from time to time, exceptional circumstances that arise whereby the School may find it necessary to terminate Field Practica on a temporary or permanent basis due to concerns with Students, Field Instruction, or Field Settings.
- 1.10 When Field Practica are terminated on a temporary or permanent basis, as outlined in sections 1.7, 1.8, or 1.9:
 - 1.10.1 Any decision to ask Students to leave Field Settings and terminate Field Practica on a temporary or permanent basis will be taken only subsequent to a meeting (in person or virtual) that will include the Student, Field Instructors/Agency Mentors, and Field Education Coordinator or delegate, and may include the Agency Coordinator or delegate and/or Manager of Academic Programs or delegate. Other persons may be invited to the meeting, subject to mutual agreement by Students, Field Settings, and the School. *In exceptional circumstances, Field Practica may be suspended temporarily until a formal meeting is convened.*
 - 1.10.2 Only after the concerns have been explored fully and alternative actions considered will a decision be made to terminate Field Practica. When such a course of action is taken, the School will terminate the Field Practicum at that Field Setting, and the Field Setting will provide a written assessment of Student learning and performance up to and including the time the practicum was terminated. Students shall have access to this written assessment, as per the *Access to Information and Protection of Privacy Act (ATIPPA)*.
 - 1.10.3 When Field Practica are terminated, those present in the aforementioned meeting will discuss the grading outcome for Students. It may be recommended that: 1) Students receive a Fail grade; or 2) Students not receive a Fail grade and be permitted to continue SCWK 3300/4302 in a subsequent Field Setting. The final decision regarding the grading outcome of the termination rests with the Field Education Coordinator.

2. Responsibilities of Students:

Value 6: Maintaining Privacy and Confidentiality:

Social workers uphold the interests of service users, members of the public, and other professionals in developing and safeguarding the trust placed in the confidential relationship. Social workers respect the right to confidentiality of information shared and documented in a professional context. Social workers are transparent about the limits of confidentiality in their professional practice. Social workers disclose confidential information with valid consent in accordance with applicable legislation or without consent when required by law or court order or allowed by legislation. Social workers preserve privacy and confidentiality in the provision of electronic social work services. (CASW-ACTS Code of Ethics, 2024)

- 2.1 Students will keep confidential all documents, data, information, and other material provided to or obtained by Students related to: service recipient care and all other information identified by Field Settings as confidential or personal information, in accordance with social work values and the CASW Code of Ethics, the *Access to Information and Protection of Privacy Act* (ATIPPA), the *Personal Health Information Act* (PHIA) and other applicable privacy legislation
- 2.2 The Student's signature on this agreement signifies their consent to the School to disclose to the Field Setting relevant information regarding the Student's: 1) academic preparation and performance, and 2) past field practicum experience.
- 2.3 The Student's signature on the *BSW Application for Field Practicum* signifies their consent to the School to disclose to the Field Setting relevant information regarding the Student's particular mental health, physical, learning, or environmental disabilities, challenges, or conditions, or any personal circumstances requiring accommodation.
 - 2.3.1 If Students experience any particular mental health, physical, learning, or environmental disabilities, challenges, or conditions, or any personal circumstances requiring accommodation; and if Students wish Field Settings to provide reasonable accommodation; prior to the commencement date of Field Practica, Students will disclose relevant information regarding their particular mental health, physical, learning, or environmental challenges, or conditions, or any personal circumstances to the School and provide consent for that information to be shared with Field Settings in the *BSW Application for Field Practicum*.
 - 2.3.2 If Students do not disclose, prior to the commencement date of Field Practica, information concerning any pre-existing mental health, physical, learning, or environmental disabilities, challenges, or conditions, or any pre-existing personal circumstance that may require accommodation during Field Practica, Field Settings are not expected to accommodate Students.

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- 2.3.3 If Students experience during Field Practica any unforeseen mental health, physical, learning, or environmental disabilities, challenges, or conditions, or any unforeseen personal circumstances requiring accommodation; and if Students wish Field Settings to provide reasonable accommodation; Students will disclose relevant information regarding their particular mental health, physical, learning, or environmental disabilities, challenges, or conditions, or any personal circumstances to the School and provide consent for that information to be shared with Field Settings. Upon receiving this information, Field Settings, wherever possible, will negotiate the provision of reasonable accommodation during the remainder of Field Practica. Said negotiations may involve a meeting (in person and/or utilizing distance technology) that will include the Student, Field Instructors/Agency Mentors, Field Education Coordinators or delegate, and may include the Agency Coordinator or delegate and the Student Services Coordinator or delegate.
- 2.3.4 Reasonable accommodation means adjusting a course, program, policy, procedure, or the physical environment that adversely affects Students without compromising academic integrity or changing the essential educational requirements of Field Practica.
- 2.4 Students shall access, in order to facilitate familiarity with academic and professional standards and comply with current copies of the BSW Field Education Manual, the CASW Code of Ethics, Values and Guiding Principles, and the Memorial University Calendar.
- 2.5 Students shall access relevant Field Setting rules, regulations, policies, and procedures, in advance of their field experience with service recipients (individuals, families, groups, organizations, or communities). Students acknowledge and agree that they are subject to the rules, regulations, policies, and procedures of Field Settings while participating in Field Practica.
- 2.6 Given that the negotiation and assignment of learning goals, objectives, and opportunities is expected to be a mutual process between Students and Field Instructors/Agency Mentors, Students acknowledge and agree that Field Instructors/Agency Mentors are ultimately responsible for the assignment of Student learning opportunities during Field Practica. Given that Field Practica provides opportunities for Students to learn and practice new skills, Students will be assigned social work responsibilities consistent with their learning goals and objectives and within reach of their potential skills and abilities.
- 2.7 Students acknowledge and agree that service recipients have the right to choose whether or not to receive social work services from Students.
- 2.8 Students shall collaborate with Field Instructors/Agency Mentors in the completion of the *Midterm* and *Final Evaluations of Student Learning*, which shall be submitted to the Field Education Coordinator as per the semester field schedule provided by the Academic Program Assistant assigned to the field education team.

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- 2.9 Students acknowledge and agree that there will be, from time to time, exceptional circumstances that arise whereby Field Settings may find it necessary to require Students to leave Field Settings and terminate Field Practica on a temporary or permanent basis for what is deemed as inappropriate conduct or unacceptable performance on the part of Students or for circumstances related to Field Settings.

Students acknowledge and agree that Students never knowingly will compromise the well-being of service recipients (individuals, families, groups, organizations, or communities) of Field Settings, and that Field Settings are the final authority on all aspects of care/intervention for the service recipients (individuals, families, groups, organizations, or communities) who are the focus of services.

- 2.10 Students acknowledge and agree that there will be, from time to time, exceptional circumstances that arise whereby Students may find it necessary to leave Field Settings and terminate Field Practica on a temporary or permanent basis due to concerns with the Field Instruction or Field Setting, or due to personal circumstances.

- 2.11 Students acknowledge and agree that there will be, from time to time, exceptional circumstances that arise whereby the School may find it necessary to terminate Field Practica on a temporary or permanent basis due to concerns with Students, Field Instruction, or Field Settings.

- 2.12 When Field Practica are terminated on a temporary or permanent basis, as outlined in sections 2.9, 2.10, or 2.11:

2.12.1 Any decision to ask Students to leave Field Settings and terminate Field Practica on a temporary or permanent basis will be taken only subsequent to a meeting (in person or remote) that will include the Student, Field Instructors/Agency Mentors, and Field Education Coordinator or delegate, and may include the Agency Coordinator or delegate and/or Manager of Academic Programs or delegate. Other persons may be invited to the meeting, subject to mutual agreement by Students, Field Settings, and the School. *In exceptional circumstances, Field Practica may be suspended temporarily until a formal meeting is convened.*

2.12.2 Only after the concerns have been explored fully and alternative actions considered will a decision be made to terminate Field Practica. When such a course of action is taken, the School will terminate the Field Practicum at that Field Setting, and the Field Setting will provide a written assessment of the Student's learning and performance up to and including the time the practicum was terminated. Students shall have access to this written assessment, as per the *Access to Information and Protection of Privacy Act (ATIPPA)*. Students may be required to complete and submit a written self-assessment of their learning and performance up to and including the time when the practicum was terminated.

- 2.12.3 It may be recommended that students receive a grade of:
1) FAL (fail);

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- 2) INC (incomplete) and receive credit for some or all of the hours completed prior to the termination of the practicum; or
 - 3) DR (drop) and receive no credit for hours completed prior to the termination of the practicum.

A new practicum cannot be guaranteed in the same semester. Given the BSW curriculum is a set program of study, a student who is eligible for an alternate practicum may experience delays in program if a suitable practicum cannot be secured within a specified time frame.

The final decision regarding the grading outcome of the termination rests with the Field Education Coordinator.

2.13 Students understand that participation in Field Practica does not entitle them to benefits afforded to employees of Field Settings, unless otherwise agreed upon by Field Settings (i.e., workplace or paid practica).

2.14 Students understand that, if they are completing an unpaid field practicum and:

1) are participating in field practica within NL or 2) are residents of NL and participating in field practica outside of NL or 3) are residing in NL during the time they complete their courses and participating in field practica outside of NL, they are covered as workers of the Government of Newfoundland and Labrador and entitled to Workers' Compensation Coverage from the Workplace Health, Safety, and Compensation Commission of Newfoundland and Labrador under Section 49 of the *Workplace Health, Safety, and Compensation Act 2022*.

Students understand that, if they are completing a paid Field Practice, the Field Setting (as their employer) is responsible for obtaining Workers' Compensation coverage.

3. Term and Termination

3.1 This agreement shall be in effect beginning the date of commencement of and terminate upon completion of the Field Practicum.

In witness whereof the Student and the duly authorized representative of the School have executed this Agreement as of this ____ day of _____, 20____.

Student

Date

School of Social Work Designate (*Field Education Coordinator*)

Date

Students are expected to read the Student–School Field Practicum Agreement prior to the Field Practicum meeting with a Field Education Coordinator. The Agreement will be signed during that meeting.

Addendum A

I understand that:

- I am required to read the BSW Field Education Manual, and to fulfill all requirements and guidelines in the manual; matching is based largely on availability of field instructors and practica agencies. Final decisions pertaining to matching (which students are recommended to be considered by which field instructors and field settings) rest with field education coordinators. Final decisions regarding choosing students (how many and who they place) rest with agencies;
- decision-making about matching is complex and multi-factorial. Rational for decisions concerning matching will not be shared by field education coordinators with students other than the student in question;
- I am not permitted to contact social workers or other agency personnel to request or arrange for field practica. If I am approached by social workers or other agency personnel offering field practica, I will request the potential field instructors or agency personnel contact their manager and a field education coordinator. Any violation reflects on my professional suitability and may impact matching;
- **I am expected to be available for field practica anywhere in the province of Newfoundland and Labrador.** If I have dependent children or, medical needs requiring residency in St. John's I normally will not be required to complete field practica outside St John's metro region;
- employment, volunteer obligations, relationships, leases, mortgages, rental agreements, and other commitments and situations do not merit accommodations and are not considered when arranging field practica;
- I am responsible for my own financial support during the field practicum. Every effort will be made to provide students the opportunity to be interviewed for at least one paid practicum, if paid practica are available during the students' program. However, the School cannot guarantee paid practica as field settings decide how many and which students, they accept for practica;
- I can only complete a second paid practicum or practicum within the same practice field if other students without the experience are first provided that option;
- I must complete all required checks (such as: Criminal Records/Vulnerable Sector, Health, Child Welfare) at my own expense and to the satisfaction of the field setting and provide proof thereof to my field instructor, Agency Mentor, or agency coordinator prior to commencing the practicum. This will include child welfare checks from other provinces or countries where I previously resided;
- I must be **registered** in the field practicum course prior to beginning my practicum or I will NOT be permitted to commence the practicum;

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- I have been admitted to a full-time program of study. As such, it is expected that I am available for engagement in my field practicum for at least 28 hours per week and cannot expect the agency to accommodate my work schedule;
 - I am expected to complete the full 350 hours my practicum on a four day per week basis over a minimum of 11 weeks in one semester. Lunch hours, statutory holidays, snow days, sick days, or other absences from the field setting are not included in the 350 hours.

I have read, understand, and agree to comply with the BSW field practicum practices and requirements outlined above.

SIGNATURES:

Student: _____

Date: _____

Field Education Coordinator: _____

Date: _____

This form is to be signed when students meet for an interview with a Field Education Coordinator.

Memorial University protects the privacy of individuals and maintains the confidentiality of your personal information. The information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used for the purpose of assessing the application of the above-named prospective student and for administrative purposes. Questions about this collection and use of personal information may be directed to the BSW Field Education Coordinators at 709-864-2556.