

**SCSU School of Social Work**  
**Field Education Contract between the Student and the Field Education Department**

**This Contract must be signed and returned to the Field office along with the Field Education Application and an updated resume in order for the field placement process to begin.**

I understand and agree to the following terms of Field Education:

I am responsible for maintaining ongoing communication with the Field Education Department in order to secure a field placement. If I do not hear from the Field Education department by May 1<sup>st</sup>, it is my responsibility to contact Nicole Paul at [digiovannan1@southernct.edu](mailto:digiovannan1@southernct.edu).

I will check my SCSU email address daily, in order to respond to the Field Office and prospective host agencies in a timely manner, and I will be available by SCSU email and phone during the Field placement process. (January - August)

I will complete a minimum of 400 hours of field placement spread out throughout the academic year. (September to May averaging 16 hours a week, minimum 200 hours a semester at my field placement)

I understand I may need to travel up to forty-five (45) minutes for an appropriate field placement.

I must be in the agency during its prime operating hours (weekdays) during the time the field supervisor and/or task supervisor is present.

I must have a plan in place to permit me to complete my field placement hours as stated above.

An agency may require a criminal background check and health documentation to be completed. I may have to cover the cost of these documents if not covered by the agency.

I will follow the SCSU calendar, the Field Education calendar and the agency's calendar for designated time off, field commitments, school closures, and mandatory events. I understand I will need to negotiate any time off with my field placement.

I agree to attend field during my regularly scheduled times as set up with my agency field supervisor and I must notify my field supervisor in a timely manner if I cannot make it to my internship.

I have read and reviewed the Field Education Handbook.

By signing this contract, I acknowledge that I have read and I agree to all the above expectations for the Field Education process.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please submit the SWK 490 Field Education Application, Your Resume, and this Field Contract  
to the Field Education office by January 22, 2020**