

**ALABAMA A&M UNIVERSITY
UNDERGRADUATE SOCIAL WORK PROGRAM
FIELD INSTRUCTION PLAN/LEARNING CONTRACT**

Agency Field Instructor

I agree to supervise the placement of _____
(Student Name)

here at _____
(Agency) (Address)

during _____, 20____ Semester. I understand that the student is to be placed at the agency for a minimum of 32 hours per week for the 15 week semester (excluding final examination week) and is to receive academic credit for this week. I acknowledge that the student will not be in the agency on Friday's to allow for classroom attendance. The student will be given a workstation and assigned his/her own caseload. I agree to review my evaluations of the student's performance with him/her and understand that the final responsibility for his/her grade is that of the Field Coordinator from Alabama A&M University.

Phase I Orientation: Length of Orientation _____ weeks/hours.

Description of the types of activities the student will engage in during this phase i.e., introduced to agency hierarchy, reporting system, recording system, resources, read policy manual etc.

Phase II, Core Curriculum of the field placement

Description of the types of activities the student will engage in during this phase. i.e. read case histories, observe supervisor, co-worker with supervisor, student's caseload, in-service, make presentations, attend training workshops etc.

Phase III Supervision

Describe how the student will be supervised, and by whom, if by a person other than yourself. i.e. individual or group supervision, length of supervision, specific or flexible time, student's responsibility in preparing for supervision etc.

Phase IV, End of Semester Evaluation

Describe the process you plan to use in evaluating the student's performance.

i. e. personal observation of student, information from co-workers. Student's written/verbal communication etc.

Student

Agency Field Supervisor