

Practicum Contract

This contract establishes a relationship among the agency, Bethel College's Social Work Department and the student named below for the purpose of a student practicum experience.

Under this contract, the agency agrees to:

1. Identify a qualified practicum instructor or supervisor of daily activities and grant him/her the necessary time to fulfill supervisory and/or teaching responsibilities with the student.
2. Provide the student with opportunities to gain practice experience with agency clientele and to form collegial relationships with agency professionals.
3. Provide the student with materials and physical facilities necessary to carry out professional assignments.
4. Provide a safe working environment for the student, including information about potential dangers in work with clients or others and agency policies concerning sexual harassment.

Under this contract, the Social Work Program of Bethel College agrees to:

1. Facilitate resolution of problems or conflict between student and practicum instructor or agency.
2. Provide practicum instructor with information about the Social Work Program, including curriculum, procedures, goals, and expectations for student performance.
3. Meet with practicum instructor and student at least twice during each semester to review student's learning assignments and progress.
4. Retain professional liability insurance to cover students while working at the agency.

Under this contract, the student agrees to:

1. Comply with the agency's policies and procedures in a professional manner.
2. Observe the agency's schedule for working hours, completing the required number of hours for a practicum placement.
3. Complete all forms requested by the Social Work Program and participate in the Pre-practice Seminar.
4. Prepare for and participate in weekly conferences and in midterm and final evaluation conferences with the practicum instructor.
5. Follow the Social Work Code of Ethics and the agency's guidelines concerning confidentiality.

Please sign and provide to the Bethel College Practicum Liaison when complete.

Agency Name: _____

Student signature: _____ Date: _____

Agency Administrator signature: _____ Date: _____

Practicum Instructor signature: _____ Date: _____

Bethel Practicum Liaison signature: _____ Date: _____