

**APPENDIX D FIELD AGREEMENT/APPROVAL  
FOR STUDENT, FIELD SUPERVISOR, & UNIVERSITY FIELD DIRECTOR**

This document is intended to act as a training agreement, executed between Dominican University GSSW and the \_\_\_\_\_ agency.

The student will complete a minimum of 480 hours of field work for the foundation practicum (first year) or a minimum of 600 hours of field work for the concentration practicum (second year). Years are defined as academic years, typically from Aug.-Sept. through April, except where specifically noted otherwise. **First year internship** is 16 hours per week times 15 weeks in one semester is 240 hours, same for the second semester which then totals to 480 hours for the academic yr. **Second year internship** is 20 hours per week times 15 weeks of the semester is 300 hours, same for the second semester which then totals to 600 hours for the academic yr. **Internationally bound students** complete 400 hours from Aug.-Sept. to January, at 20 hours per week. This may be modified as the international student may be split between two agencies. They go abroad in February to complete 200 hours in ten weeks to total 600 hours for the academic year. School social work interns do their 600 hours through June. School social work externs are to do 250 hours as agreed upon by host school and Dir. of Field.

The Field Work Manual and our web page [www.socialwork.dom.edu](http://www.socialwork.dom.edu) are all inclusive for first year and second year internship information. Included are the Learning Agreement, Midterm with Disposition Matrix and Final Evaluation with Disposition Matrix forms to be completed by the student and the field supervisor and forwarded to the field instructor/liaison.

A field supervisor ideally possesses an MSW, LSW or LCSW from an accredited school or university and has at least two years post-degree experience. The supervisor will provide supervision, at a minimum of one hour per week, to the MSW student. Supervision maybe adjusted with approval by the university field director. In addition, the student and the field supervisor have the availability to understand the expectations and objectives for this supervision in the Field Work Manual.

The student will be assigned a field instructor/liaison at the university who will communicate and visit with the field supervisor and student to ensure support and appropriate field protocol. The field instructor/liaison is a faculty member from Dominican University GSSW.

Malpractice insurance has been purchased by the Dominican University for all field work students. A copy will be provided per request.

Signatures below indicate acceptance and approval of this agreement.

\_\_\_\_\_  
Student and Date

\_\_\_\_\_  
Field Supervisor (credentials & Date)

\_\_\_\_\_  
Dom. U. Director of Field Work and Date

7/06