

Expectations of the Agency

1. The agency's Executive Director or, in the case of large organizations, the director of a large department should be committed to the agency's participation in professional social work education. He/she should identify a staff member who will serve as the intern coordinator to work with the School.
2. The agency and School will enter into an agreement regarding the mutual expectations for affiliation prior to a student being placed at the agency.
3. The agency should provide the variety, quality and quantity of learning experiences appropriate for the type of Field Education: Foundation, Clinical or MACO.
4. The agency will be expected to assure the availability of case material and projects for instructional use by students, subject to the guidelines of confidentiality.
5. The agency will provide the physical facilities necessary to accommodate students.
6. The agency will reimburse students for travel expenses from the agency to home visits and other agency-related expenses.
7. The agency should provide the opportunity for students to attend staff meetings and have other appropriate collegial and professional exchanges.
8. The agency must have an approved Field Instructor (MSW, Licensed) on site (at the Field Placement site) at least 50% of the time that the student is assigned to be there. *Please see the Field Instructor Application here:*
www.ssw.umaryland.edu/field_education/notebookfi.html
9. The agency should adjust the Field Instructor's workload to assure adequate time to meet student learning needs and to attend Field Education seminars and other meetings related to Field Education.
10. The agency will orient students to both the service delivery system and the population served. The orientation will include a personal safety plan for the student.