

## “Cheat Sheet” | BSW Program: Student Field Placement Overview

[https://jics.staugustine.edu/ICS/Social\\_Work\\_Field\\_Instruction/](https://jics.staugustine.edu/ICS/Social_Work_Field_Instruction/)

**Part 1: Student Responsibilities and Tasks:** Congratulations! You are nearing the final phase of the BSW Program. To ensure your success, you are required to read, review and complete the following tasks prior to meeting with the field placement director:

### **Field Manual Acknowledgement, Training Video Acknowledgement, and Felony Policy Forms**

1. All BSW students are required to read the field manual in its entirety.
2. Training Acknowledgement: Sign the acknowledgment form indicating that you read the manual. This form must be returned to the BSW Program staff /faculty.
3. View the pre-field placement training video, and then sign the Video Training Acknowledgement Form. This form must be returned to the SAC field placement director.
4. Read and sign the Felony Policy form.

**Summary:** 3 documents must be returned (emailed) to SAC’s field placement director. After these forms are received by SAC, an in-person or zoom meeting will take place.

**Part 2: Other Required BSW Program Forms (Student and Field Placement Site):** There are other forms needed for a student’s BSW folder. Students cannot register unless these documents have been completed. Below you will find an explanation of each document, and additional information you may find helpful.

1. **Copy of student’s direct supervisor or field supervisor’s MSW credentials.** This can be a simple JPG of their diploma or licensure.
2. **Field instruction in student’s place of employment-** this form must be completed by the student and field supervisor **only** if the student is doing their field placement at their work site.
3. **Learning Contract** – The contract must be completed by student and the agency’s field supervisor. This critical document sets the goals and expectations for the field placement.
4. **Memorandum of Agreement** – This document must be reviewed and signed by the field placement’s director. Please do not leave this for the last minute. This often takes time to move through the agency’s communication channels.
5. **Mid-evaluation** – This form is to be completed by the student and field supervisor **after** the first **210 hours in field placement.**
6. **Timesheet** – All completed timesheets must be signed by the student’s placement supervisor. ALL timesheets are due to the St. Augustine Social Work Field Director at the mid-way point (210 hours), and when the student completes the last part of the internship (SWK460)). Your timesheets must add up to a total of 420 hours.
7. **Training Acknowledgement Form for Supervisor** – This document is to be signed and return to the SAC field placement director, after completing field the pre-field training video.

### STEP 1: Due from Student

1) Student reviews one-hour, online orientation. (required) 2) Student reads and signs a) Field Manual Acknowledgement b) Felony Policy and c) Training Video Acknowledgement forms. 3) All forms are sent to SAC Social Work Field Director. 4) Student identifies potential field placement site and contacts the organization to discuss potential placement.

### Step 4: Final Documents Due from Student & Placement Supervisor

1) Student submits signed timesheets of final 210 hours (SWK460).  
2) Final Student Evaluation is submitted by Agency Field Placement Supervisor (directly to SAC SW Field Director);  
3) Student completes Social Work Department self-efficacy survey and evaluation. ***It is the student's responsibility to ensure all documents are submitted to the department.***

### BSW Field Placement Student Steps for Success

### STEP 2: Due from Student & Placement Supervisor

Student has secured a placement and a call has been scheduled between the student, SAC field director, and placement supervisor. Due from student: 1) Signed Learning Contract w/ Supervisor Signature; 2) Field Supervisor Credentials (MSW or equivalent) & contact information; 3) Org. Memorandum of Agreement; and 4) Pre-Field Training Acknowledgement From Supervisor

### STEP 3: Due from Student & Placement Supervisor

Mid Evaluation Point: 210 hrs. (SWK450)  
1) Student submits signed timesheets for the 210 hours (50% of total hours) at the midway point. 2) SAC field director checks in with agency placement supervisor.

Students must complete all the steps. Failure to comply with all the Social Work Department's requirement may delay your placement, grades, and SAC-issued documents (e.g., diploma) confirming your completion of the program. Please contact Esther Nieves, BSW Field Director via email or telephone (773-878-3718) with any additional questions. ***It is the student's responsibility to ensure that all documents are submitted to the Social Work Department.***