



Memorial University of Newfoundland  
School of Social Work  
St. John's, NL, Canada A1C 5S7  
Website: [www.mun.ca/socialwork/](http://www.mun.ca/socialwork/)  
Email: [scwkfield@mun.ca](mailto:scwkfield@mun.ca)  
Tel: 709-864-2556, Fax: 709-864-2408

### ***MSW Student-School Field Practicum Agreement***

The *MSW Student-School Field Practicum Agreement* shall serve as a letter of understanding between Students completing their MSW Field Practicum (*herein after referred to as the "Student"*) and the MSW Program of the Memorial University School of Social Work, specifically the Field Education Coordinators, the Associate Dean Graduate Studies and Research, and, ultimately, the Dean of the School (*herein after referred to as the "School"*).

---

This agreement was signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
between the  
School of Social Work, Memorial University of Newfoundland  
and

---

(name of Student)

in reference to

---

(name of Field Setting)

---

The MSW program and field practicum are solidly grounded in the Canadian Association for Social Work Education (CASWE-ACFTS) Standards for Accreditation (2014). These Standards state that:

1. Field education is considered a central component of social work education because the integration of knowledge, values, and skills in the context of field education is a critical and distinctive aspect of social work education (3.2 Preamble).
2. The purpose of field education is to connect the theoretical/conceptual contributions of the academic setting with the practice setting, enabling the student to acquire practice skills that reflect the learning objectives for students identified in the Standards (3.2 Preamble).

3. The field education curriculum provides opportunities for students to acquire, apply, and demonstrate knowledge and skills congruent with social work values and with the core learning objectives for students as defined in the Standards (SB/M 3.2.4).
  4. Field practica provide multiple opportunities for developing and refining a range of practice skills (SB/M 3.2.16).
  5. The field education curriculum is consistent with the school's mission and goals and reflects the values of the relevant Social Work Codes of Ethics (SB/M 3.2.1).
- 

The Field Setting and the School of Social Work have signed an *Agency-School Affiliation Agreement* and an *Agency-School Information Sharing Agreement* concerning the MSW field practica in which Students wish to participate.

This *MSW Student-School Field Practicum Agreement* describes School and Student duties and responsibilities associated with participating in the aforementioned MSW Field Practicum.

Prior to beginning an MSW Field Practicum, Students are required to review carefully, sign, and submit the *MSW Student-School Field Practicum Agreement*. Their signature on this Agreement indicates that they are prepared to accept the MSW Field Practicum with the aforementioned Field Setting, in accordance with the terms and conditions set out in this Agreement.

---

Whereas Students are seeking an MSW Field Practicum in order to obtain field experience;

And whereas the School is agreeable to coordinating MSW Field Practica;

And whereas Field Settings agree to provide MSW Field Practica for Students;

This *MSW Student-School Field Practicum Agreement* witnesses that the School and the Student have agreed that the terms and conditions of the MSW Field Practicum be as follows:

## **1 Responsibilities of the School:**

- 1.1 The School will keep confidential all documents, data, information, and other material provided to or obtained by the School related to: service recipient care; Student performance; the particular mental health, physical, or environmental disabilities, challenges, or conditions, or personal circumstances of Students; and all other information identified by either party as confidential or personal information, in accordance with social work values and the CASW Code of Ethics, the *Access to Information and Protection of Privacy Act (ATIPPA)* and other applicable privacy legislation, and the terms of the *Agency-School Affiliation Agreement* and the *Agency-School Information Sharing Agreement*.

Within the School, said information may be accessed by Offsite Field Instructors, Field Education Coordinators, the Graduate Secretary, the Field Secretary, and the Associate Dean Graduate Studies and Research. Within Field Settings, said information may be

accessed by Field Instructors, Agency Mentors, and Agency Coordinators. The Dean of the School shall have access to said information in the case of an appeal or other special circumstances. Other persons may have access to said information, subject to mutual agreement by Students, Field Settings, and the School.

- 1.2 The School will designate at least one position (*Field Education Coordinator*) with responsibility for MSW field education development, coordination, administration, and monitoring. (SB/M 3.2.11)
- 1.3 The School will designate an individual (*Field Education Coordinator*) to assume faculty field liaison responsibilities in order to maintain close, reciprocal, and ongoing relationships with Field Instructors/Agency Mentors; exchange important information; monitor Student educational experience in Field Practica; and consult and collaborate with Field Instructors/Agency Mentors and Students regarding Student progress or problems. (SB/M 3.2.15)
- 1.4 The School is responsible for initiating discussions with Field Settings regarding the number of Students who will be participating in MSW Field Practica and their expected dates for commencing and completing MSW Field Practica. The Field Education Coordinator will facilitate appropriate matches between Students, Field Instructors/Agency Mentors, and Field Settings. (SB/M 3.2.13)
- 1.5 The School shall ensure that Students with disabilities are accommodated in Field Practica and have options for a variety of Field Practica (SB/M 3.2.7).
- 1.6 Prior to the commencement date of MSW Field Practicum, the School may provide Field Settings with relevant information regarding Student: 1) academic preparation and performance; and 2) past field practica experience. The Student signature on this agreement signifies their consent to the disclosure of said information to Field Settings.
- 1.6.1 Prior to the commencement date of MSW Field Practica, the School also will provide Field Settings with relevant information regarding the Student's particular mental health, physical, or environmental disabilities, challenges, or conditions, or personal circumstances requiring accommodation during MSW Field Practicum disclosed to the School by Students, provided Students consent to the disclosure of said information in the *Intent to Register in MSW Field Practicum*.
- 1.7 The School acknowledges and agrees that there will be, from time to time, exceptional circumstances that arise whereby Field Settings may find it necessary to require Students to leave Field Settings and terminate MSW Field Practica on a temporary or permanent basis for what is deemed as inappropriate conduct or unacceptable performance on the part of Students or for circumstances related to Field Settings.

The School acknowledges and agrees that Students never knowingly will compromise the well-being of service recipients (individuals, families, groups, organizations, or communities) of Field Settings, and that Field Settings are the final authority on all

aspects of care/intervention for service recipients (individuals, families, groups, organizations, or communities) who are the focus of services.

- 1.8 The School acknowledges and agrees that there will be, from time to time, exceptional circumstances that arise whereby Students may find it necessary to leave Field Settings and terminate MSW Field Practica on a temporary or permanent basis due to concerns with the Field Instruction or Field Setting, or due to personal circumstances.
- 1.9 The School acknowledges and agrees that there will be, from time to time, exceptional circumstances that arise whereby the School may find it necessary to terminate MSW Field Practica on a temporary or permanent basis due to concerns with Students, Field Instruction, or Field Settings.
- 1.10 When MSW Field Practica are terminated on a temporary or permanent basis, as outlined in sections 1.7, 1.8, or 1.9:
  - 1.10.1 Any decision to ask Students to leave Field Settings and terminate MSW Field Practica on a temporary or permanent basis will be taken only subsequent to a meeting (in person and/or utilizing distance technology) that will include the Student, Field Instructors/ Agency Mentors, and Field Education Coordinator or delegate, and may include the Agency Coordinator or delegate and/or Associate Dean of Graduate Studies and Research or delegate. Other persons may be invited to the meeting, subject to mutual agreement by Students, Field Settings, and the School. *In exceptional circumstances, MSW Field Practica may be suspended temporarily until a formal meeting is convened.*
  - 1.10.2 Only after the concerns have been explored fully and alternative actions considered will a decision be made to terminate MSW Field Practica. When such a course of action is taken, the School will terminate the MSW Field Practicum at that Field Setting, and the Field Setting will provide a written assessment of Student learning and performance up to and including the time the practicum was terminated. Students shall have access to this written assessment, as per the *Access to Information and Protection of Privacy Act* (ATIPPA).
  - 1.10.3 When MSW Field Practica are terminated, those present in the aforementioned meeting will discuss the grading outcome for Students. It may be recommended that: 1) Students will receive a Fail grade; or 2) Students will not receive a Fail grade and will be permitted to continue SCWK 6917 in a subsequent Field Setting. The final decision regarding the grading outcome of the termination rests with the Field Education Coordinator.

## **2 Responsibilities of Students:**

- 2.1 Students will keep confidential all documents, data, information, and other material provided to or obtained by Students related to: service recipient care and all other information identified by Field Settings as confidential or personal information, in accordance with social work values and the CASW Code of Ethics and the *Access to*

*Information and Protection of Privacy Act (ATIPPA) and other applicable privacy legislation.*

***Confidentiality in Professional Practice:*** A cornerstone of professional social work relationships is confidentiality with respect to all matters associated with professional services to clients. Social workers demonstrate respect for the trust and confidence placed in them by clients, communities and other professionals by protecting the privacy of client information and respecting the client's right to control when or whether this information will be shared with third parties. Social workers only disclose confidential information to other parties (including family members) with the informed consent of clients, clients' legally authorized representatives or when required by law or court order. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable and imminent harm to a client or others. In all instances, social workers disclose the least amount of confidential information necessary to achieve the desired purpose. (CASW Code of Ethics, 2005)

- 2.2 The Student's signature on this agreement signifies their consent to the School to disclose to the Field Setting relevant information regarding the Student's: 1) academic preparation and performance, and 2) past field practica experience.
- 2.3 The Student's signature on the *Intent to Register in MSW Field Practicum* signifies their consent to the School to disclose to the Field Setting relevant information regarding the Student's particular mental health, physical, or environmental disabilities, challenges, or conditions, or any personal circumstances requiring accommodation.
  - 2.3.1 If Students experience any particular mental health, physical, or environmental disabilities, challenges, or conditions, or any personal circumstances requiring accommodation; and if Students wish Field Settings to provide reasonable accommodation; prior to the commencement date of their MSW Field Practicum, Students will disclose relevant information regarding their particular mental health, physical, or environmental challenges, or conditions, or any personal circumstances to the School and provide consent for that information to be shared with Field Settings in the *Intent to Register in MSW Field Practicum*.
  - 2.3.2 If Students do not disclose, prior to the commencement date of their Field Practicum, information concerning any pre-existing mental health, physical, or environmental disabilities, challenges, or conditions, or any pre-existing personal circumstance that may require accommodation during their MSW Field Practicum, Field Settings are not expected to accommodate Students.
  - 2.3.3 If Students experience during their MSW Field Practicum any unforeseen mental health, physical, or environmental disabilities, challenges, or conditions, or any unforeseen personal circumstances requiring accommodation; and if Students wish Field Settings to provide reasonable accommodation; Students will disclose relevant information

regarding their particular mental health, physical, or environmental disabilities, challenges, or conditions, or any personal circumstances to the School and provide consent for that information to be shared with Field Settings. Upon receiving this information, Field Settings, wherever possible, will negotiate the provision of reasonable accommodation during the remainder of their MSW Field Practicum. Said negotiations may involve a meeting (in person and/or utilizing distance technology) that will include the Student, Field Instructors/ Agency Mentors, Field Education Coordinators or delegate, and may include the Agency Coordinator or delegate and the Associate Dean of Graduate Studies and Research or delegate.

- 2.3.4 Reasonable accommodation means adjusting a course, program, policy, procedure, or the physical environment that adversely affects Students without compromising academic integrity or changing the essential educational requirements of MSW Field Practica.
- 2.4 Students shall access, in order to facilitate familiarity with academic and professional standards, and comply with current copies of the MSW Field Manual and Field Forms, the CASW Code of Ethics, the CASW Guidelines for Ethical Conduct, and the Memorial University Calendar.
- 2.5 Students shall access relevant Field Setting rules, regulations, policies, and procedures, in advance of their field experience with service recipients (individuals, families, groups, organizations, or communities). Students acknowledge and agree that they are subject to the rules, regulations, policies, and procedures of Field Settings while participating in MSW Field Practica.
- 2.6 Given that the negotiation and assignment of learning goals, objectives, and opportunities is expected to be a mutual process between Students and Field Instructors/ Agency Mentors, Students acknowledge and agree that Field Instructors/ Agency Mentors are ultimately responsible for the assignment of Student learning opportunities during MSW Field Practica. Given that Field Practica provide opportunities for Students to learn and practice new skills, Students will be assigned social work responsibilities consistent with their learning goals and objectives and within reach of their potential skills and abilities.
- 2.7 Students acknowledge and agree that service recipients have the right to choose whether or not to receive social work services from Students.
- 2.8 Students shall collaborate with Field Instructors/ Agency Mentors in the completion of their *Midterm* and *Final Evaluations of Student Learning*, which shall be submitted to the Field Education Coordinator in a timely manner.
- 2.9 Students acknowledge and agree that there will be, from time to time, exceptional circumstances that arise whereby Field Settings may find it necessary to require Students to leave Field Settings and terminate their MSW Field Practicum on a temporary or permanent basis for what is deemed as inappropriate conduct or

unacceptable performance on the part of Students or for circumstances related to Field Settings.

Students acknowledge and agree that Students never knowingly will compromise the well-being of service recipients (individuals, families, groups, organizations, or communities) of Field Settings, and that Field Settings are the final authority on all aspects of care/intervention for the service recipients (individuals, families, groups, organizations, or communities) who are the focus of services.

- 2.10 Students acknowledge and agree that there will be, from time to time, exceptional circumstances that arise whereby Students may find it necessary to leave Field Settings and terminate their MSW Field Practicum on a temporary or permanent basis due to concerns with the Field Instruction or Field Setting, or due to personal circumstances.
- 2.11 Students acknowledge and agree that there will be, from time to time, exceptional circumstances that arise whereby the School may find it necessary to terminate their MSW Field Practicum on a temporary or permanent basis due to concerns with Students, Field Instruction, or Field Settings.
- 2.12 When MSW Field Practica are terminated on a temporary or permanent basis, as outlined in sections 2.9, 2.10, or 2.11:
  - 2.12.1 Any decision to ask Students to leave Field Settings and terminate their MSW Field Practicum on a temporary or permanent basis will be taken only subsequent to a meeting (in person and/or utilizing distance technology) that will include the Student, Field Instructors/ Agency Mentors, and Field Education Coordinator or delegate, and may include the Agency Coordinator or delegate and/or Associate Dean of Graduate Studies and Research or delegate. Other persons may be invited to the meeting, subject to mutual agreement by Students, Field Settings, and the School. *In exceptional circumstances, MSW Field Practica may be suspended temporarily until a formal meeting is convened.*
  - 2.12.2 Only after the concerns have been explored fully and alternative actions considered will a decision be made to terminate MSW Field Practica. When such a course of action is taken, the School will terminate the MSW Field Practicum at that Field Setting, and the Field Setting will provide a written assessment of the Student's learning and performance up to and including the time the practicum was terminated. Students shall have access to this written assessment, as per the *Access to Information and Protection of Privacy Act (ATIPPA)*.
  - 2.12.3 When MSW Field Practica are terminated, those present in the aforementioned meeting will discuss the grading outcome for Students. It may be recommended that: 1) Students will receive a Fail grade; or 2) Students will not receive a Fail grade and will be permitted to continue SCWK 6917 in a subsequent Field Setting. The final decision regarding the grading outcome of the termination rests with the Field Education Coordinator.

2.13 Students understand that participation in their MSW Field Practicum does not entitle them to benefits afforded to employees of Field Settings, unless otherwise agreed upon by Field Settings (i.e., workplace or paid practica). Students are responsible for obtaining health and disability coverage during field practica, if they so desire.

2.14 Students understand that, if they are completing an unpaid MSW field practicum and: 1) participating in field practica within NL or 2) residents of NL and participating in field practica outside of NL or 3) residing in NL during the time they complete their courses and participating in field practica outside of NL, they are entitled to Workers' Compensation Coverage from the Workplace Health, Safety, and Compensation Commission of Newfoundland and Labrador. Students participating in unpaid MSW field practica are covered as workers of the Department of Education, Government of Newfoundland and Labrador, under Section 42 of the *Workplace Health, Safety, and Compensation Act*.

Students understand that, if they are completing an unpaid practicum and: 1) not participating in field practica within NL or 2) not residents of NL or 3) not residing in NL during the time they complete their courses, the School is responsible for obtaining Workers' Compensation Coverage in the province in which Students complete their field practica (unless otherwise agreed upon or specified in the field setting affiliation agreement).

Students understand that, if they are completing paid MSW field practica, Field Settings (as the employer) are responsible for obtaining Workers' Compensation Coverage.

**3 Term and Termination**

3.1 This agreement shall be in effect beginning the date of commencement of and terminate upon completion of the Student's MSW Field Practicum.

In witness whereof the Student and the duly authorized representative of the School have executed this Agreement as of this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

---

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

---

School of Social Work Designate (*Field Education Coordinator*) \_\_\_\_\_ Date \_\_\_\_\_



## ADDENDUM

The parties acknowledge that in March 2020 the World Health Organization declared a global pandemic of the virus leading to COVID-19. The Governments of Canada and the Province of Newfoundland and Labrador as well as the other Provincial Governments responded to the pandemic with legislative amendments, controls, orders, requests of the public, and requests and requirements to Memorial to change the delivery of education in various ways, and requests and requirements of the Agency to change the delivery of its services in various ways (collectively, the “**Governmental Response**”). It is uncertain how long the pandemic, and the related Governmental Response, will continue, and it is unknown whether there may be a resurgence of the virus leading to COVID-19 or any mutation thereof (collectively, the “**Virus**”) and resulting or supplementary renewed Government Response. The parties therefore agree that Field Settings may require changes to certain practices, including but not limited to:

- a. Working by distance or remotely;
- b. Increased use of distance technology for the delivery of any services pertaining to the Field Setting;
- c. a Party’s decision, made on an organization-wide basis and in good faith, to control the spread of the Virus that results in exceeding the then current specific Government Response.

To the extent possible, the School and the Agency will work toward in-person Field Settings, in accordance with current public health directives and orders of the Medical Officer of Health of the province or territory where the placement is occurring.

---

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

---

School of Social Work Designate (*Field Education Coordinator*) \_\_\_\_\_ Date \_\_\_\_\_

June 29, 2020

Please return your completed/signed form to us by **one** of the following methods:

- 1) Upload document to IPT,
- 2) Email document to [scwkfield@mun.ca](mailto:scwkfield@mun.ca), OR
- 3) Fax document to 709-864-2408 (Attn: Field Team)