



Junior Social Work Field Manual 2025-26

Electronic files of this manual including required paperwork and evaluation forms can be found on the Social Work Program website at:

<https://www.malone.edu/programs/social-work/>

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Covid-19 Policy and Consent to Return to Field for Junior SWK Majors

As a student at Malone University enrolled in a field experience/clinical course, I wish to continue my education by completing my field/clinical experience as part of my program. As a member of the Malone University community, I have an important role to play in keeping myself, the Malone community and those that I will be exposed to as part of my field/clinical experience safe by doing my part to stop the spread of COVID-19.

I also understand that despite all reasonable efforts by myself, the university or the placement site that I will be completing my experience, I can still contract COVID-19 and other infections. In order to reduce my risk, I agree to be an active participant in maintaining my own health, wellbeing and safety, as well as the safety of others, by following all the guidelines and expectations outlined by the university and the placement site at which I will be completing my field/clinical experience.

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness (CDC, 2020).

Field Experience/ Clinical Policy:

1. Students must take their temperature before leaving home. The CDC defines a fever of 100.4 degrees Fahrenheit or higher. If fever is noted, do not report to field/clinical site and contact your advisor and/or preceptor. CDC guidelines will be followed for your return to the facility.
2. Students must adhere to all facility policies and protocols.
3. Take all measures to reduce the spread of Covid-19.
4. All personal items (except those that can fit in your pockets) must be kept in your car.
5. If you become symptomatic while at your field/clinical site, immediately leave the site and contact Malone Health Services (330-471-8340) or your local health department for further instruction.

Take every day preventative steps (CDC, 2020)

- Wash your hands frequently.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Be prepared if your child's school or childcare facility is temporarily dismissed or for potential changes at your workplace.

Watch for symptoms (CDC, 2020)

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Children have similar symptoms to adults and generally have mild illness.

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

*Reference: Centers for Disease Control and Prevention. (2020). Retrieved 5/6/20 from <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

CONSENT FORM

If you are considered high risk, it is recommended that you **DO NOT** return to field/clinical experiences at this time.

If you feel uneasy about returning to field/clinical experience, you may take an incomplete for SWK 222 The Introduction to the Profession and Practice of Social Work. You should contact Bekka Russell, Field Director of Malone's Social Work Program, to develop a plan for resuming your field/clinical experience in the future.

Please check the appropriate box and sign this consent form.

☐ I **will** return to field/clinical experiences.

I understand all risks associated with returning to field/clinical experiences regarding Covid-19 exposure. I will adhere to the policies of each agency and Malone University.

☐ I **will not** be returning to field/clinical experiences at this time. I will contact Bekka Russell to coordinate a plan for future field/clinical experiences.

Student Signature

Date

Print Student Name

GRIEVANCE POLICY

If Problems Arise:

It is possible that problems will arise. The problems may be between the student and field instructor, student and staff, student and clients, between students, etc. Problems are a normal part of the learning process. The goal is to negotiate a resolution to the problem in a professional manner. Problems should not be ignored.

Problems should be resolved at the lowest level possible. The student has the first and primary responsibility to identify problems which are affecting his/her field placement and education. In most cases, the student's first recourse should be to discuss the situation with his/her field instructor.

Extraordinary issues that cannot be addressed with field instructors should be discussed with the faculty liaison. Particularly difficult problems, including discontinuing a placement, will be discussed with the social work faculty liaison, the director of field education, and the department chair.

Problem identification and resolutions should be summarized as a routine part of the student journal and field instructor/faculty liaison conferences.

EVALUATION

Field instructors should review this manual, along with the related course syllabus to understand student assignments and related evaluations, noting how they are linked with the required social work competencies. Field instructors will submit field instructor evaluations from the Junior Social Work Field Manual. Field Instructors will recommend a pass or fail grade. The Malone University Instructor, Field Liaison, and Field Director will heavily rely on the recommendations of Field Instructors, but shall retain the authority to assign the pass or fail grade.

ACCESSIBILITY AND ACCOMMODATIONS

Malone University is committed to providing appropriate course accommodations for students with documented disabilities as required by the Americans with Disabilities Act (ADA).

If you have a disability and require accommodations to participate fully in a course, please know that we are here to support you. To ensure that you receive the appropriate accommodations, it is essential that you **register with the Center for Student Success (CSS)** as early as possible in the semester. The CSS staff can help determine appropriate accommodations and will notify your instructors via email.

For more information or to register, please visit the Center for Student Success on the 2nd floor of the Cattell Library.

Please note: “Appropriate accommodations” do not *reduce assignments, extend the due dates of assignments, or reduce the class attendance requirement at the college level*. Accommodations must align with the essential requirements and technical standards of each course or program (e.g., clinical, laboratory, or field-based settings).

SOCIAL WORK INTERNSHIP AGREEMENT BETWEEN MALONE UNIVERSITY AND

(For Junior Student)

This Agreement made and entered into, effective as of the ____ day of _____, 20____, by and between MALONE UNIVERSITY ("the University") and _____ ("the Agency").

I. Preliminary Understandings

The parties acknowledge that it would be to their mutual benefit, and to the benefit of the communities which they serve, to cooperate in providing field social work experience and instruction for students of the University.

II. Term of Agreement

The term of this Agreement shall be from _____, 20____ through _____, 20____, unless earlier terminated, as herein provided, or extended by written agreement of the parties.

III. Responsibilities of the Agency

A. The Agency agrees that it will:

1. Prepare and execute the student learning contract, through the joint involvement of the student intern and the University Field Coordinator.
2. Provide an Agency Field Instructor having:
 - (a) a minimum of one (1) year of social service experience at the Agency;
 - (b) a demonstrated interest in social work education; and
 - (c) the commitment of at least one (1) hour a week to student supervision.
3. Provide the student intern with forty (60) work hours, consisting of six (6) hours per week for ten (10) weeks, as determined by the Agency Field Instructor.
4. Provide appropriate assignments that will give the student intern exposure to the Agency and its services.

5. Provide assignments which foster and reflect student learning, growth and disciplined use of self in the helping process. If appropriate, the student intern should have opportunities to observe and participate, with direct supervision, in Generalist Social Work with individuals, groups, families, organizations and communities, as reflects the work of the Agency and as taught in Malone University's social work program.
 6. Provide ongoing evaluation of the student intern through weekly supervisory meetings, as well as throughout the week, as situations require.
 7. Complete the student intern evaluation form from the appropriate Field Manual and submit said document to the University Field Coordinator as outlined in the appropriate field manual at midterm and at the conclusion of the placement.
 8. Complete and submit all appropriate evaluative tools as described in the appropriate Field Manual.
- B. If a student intern is to use a personal car for work (for example, for driving Agency clients), liability for such use rests with the Agency and/or student, with each being covered by appropriate insurance coverage satisfactory to the Agency and the University.

IV. Responsibilities of the University

- A. The University agrees to:
1. Prepare the student intern for generalist social work practice as articulated in the appropriate Field Manual.
 2. Assist the student intern in selecting an agency.
 3. Prepare the student intern for the interview process.
 4. Assist the student intern in finalizing the learning contract.
 5. Meet with the Agency Field Instructor one (1) times during the semester:
 - (a) at the beginning to review the learning contract; and
 - (b) after midterm to process student evaluation and review the learning contract

V. Student Agreement

A. The student intern agrees to:

1. Participate in the preparation of the learning contract, and in reviewing it with the Agency Field Instructor, prior to final approval by the University Field Coordinator or Field Liaison, and/or as described in the appropriate Field Manual.
2. Report any absence from internship assignments directly to the Agency Field Instructor, within the appropriate time frame set by Agency.
3. Arrange with the Agency Field Instructor for make-up time for internship hours missed.
4. Complete all tasks as directed by the Agency Field Instructor.
5. Complete all tasks as directed by the University Field Coordinator, and/or as described in the appropriate Field Manual, the SWK 222 syllabus or the learning contract.
6. Maintain insurance coverage satisfactory to the Agency and the University, if driving a personal car for Agency reasons; and provide adequate written certification of such coverage, as requested by the University or the Agency.
7. Adhere to current or future administrative and governing policies, rules, standards, schedules and practices of the Agency, the University and the Council of Social Work Education.
8. Comply with any other applicable requirements as now exist, or as hereafter may be established, by the Agency or the University.

VI. Termination of Agreement

- A. Either the Agency or the University may terminate this Agreement upon ten (10) days prior written notice to the other party. If either party terminates this Agreement, best reasonable efforts shall be made by the parties to allow student interns then placed in the program at the time of termination to complete the current semester, in accordance with and subject to the terms set forth in this Agreement.
- B. In the event the operation of the University or the Agency is interrupted because of any cause beyond the control of the University or the Agency, this Agreement may be suspended by the parties so affected, without liability or prior notice, during the period of such occurrence.
- C. It is further understood and agreed by the parties to this Agreement that the Agency or the University has the right to terminate the internship experience of any student, upon determining that it is not academically, personally or professionally appropriate for such student to continue in such experience, or in the related University or Agency program. The final action regarding any such matter will not

be taken until the pertinent concerns about the student intern have been discussed with the student and with the appropriate Agency and University personnel (if reasonably feasible to do so); but such internship experience may be suspended at any time, pending further review and determination as herein provided.

VII. Miscellaneous Provisions

- A. Indemnification. The University shall hold harmless and indemnify the Agency, its officers, employees and agents, from any and all claims, demands, actions, liabilities and expenses arising from the performance of this Agreement by the University, except to the extent any such matter shall have been caused by the negligent or intentional conduct of the Agency, its officers, employees or agents. The Agency shall hold harmless and indemnify the University, its officers, employees and agents, from any and all claims, demands, actions, liabilities and expenses, arising from the performance of this Agreement by the Agency, or by the student intern, except to the extent any such matter shall have been caused by the negligent or intentional conduct of the University, its officers, employees or agents.
- B. Independent Contractor Status. At all times the relationship between the University and the Agency is that of independent contractors, and not joint venturers, partners, principal-agent, master-servant, or employer-employee. Neither party shall have any power to bind or obligate the other party in any manner, other than as expressly set forth in this Agreement.
- C. Insurance. Each party shall maintain adequate insurance coverage for the purpose of this Agreement and shall provide satisfactory written certification of such coverage upon request by the other party.
- D. Compliance with Law; Nondiscrimination. Each party shall comply with all applicable federal, state and local law in the performance of this Agreement. Without limitation of the foregoing, neither party to this Agreement shall unlawfully discriminate against any person participating in the performance of this Agreement on the basis of age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status.
- E. Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party. Notwithstanding the foregoing, either party to this Agreement may assign its rights and obligations under this Agreement to any corporate successor, or to any corporation which is the sole corporate member of such party, without consent of the other party.
- F. Governing Law. This Agreement shall be enforced and interpreted in accordance with the laws of the state of Ohio.
- G. Notice. Any notice required or permitted hereunder shall be sent by certified or registered mail, postage prepaid, or by facsimile, as follows:

To the University:

Malone University

2600 Cleveland Ave NW

Canton OH 44709-3897

To the Agency:

- H. Non-Exclusivity. This Agreement is non-exclusive, and the parties to this Agreement reserve the right to enter into similar agreements with other agencies, institutions, businesses or organizations.
- I. Third-Party Beneficiary. The parties do not intend that any individual receiving the services pursuant to this Agreement shall occupy the position of third-party beneficiary to this Agreement.
- J. Headings. The headings used in this Agreement are inserted for convenience of reference only, and they in no way limit or define the terms of this Agreement.
- K. Severability. If any provision of this Agreement is found to be void or illegal for any reason, the remaining provisions of this Agreement shall continue in full force and effect as if the ineffective or invalid provision never was included in this document.
- L. Waiver. The failure or delay of either party to exercise any right, power or privilege under this Agreement shall not operate as a waiver of that or any other such right, power or privilege.
- M. Entire Agreement; Modification. This Agreement constitutes the entire agreement between the parties regarding the subject matter of this document and supersedes and replaces any prior written or oral agreements regarding any such matter. This Agreement may not be amended or modified except by written document duly executed by both parties.
- N. Parties Bound and Benefited. This Agreement shall bind and benefit the parties and their respective successors and permitted assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date(s) set forth below, effective as of _____, 20____.

Agency _____

By (signature) _____

Title _____ Date _____

MALONE UNIVERSITY

By _____

Title _____ Date _____

SOCIAL WORK STUDENT INTERN AGREEMENT

By signing below, _____ [print or type name], a Malone University student intern wanting to participate in an internship experience at _____, in connection with the foregoing Social Work Internship Agreement, agrees to be bound by, and to comply with, all of the terms and conditions set forth in Section V on pages 2 through 3 of that Agreement, as a condition of initial and continued participation in said internship program. The student intern understands and agrees that any violation of said terms and conditions, or any other substantially unsatisfactory conduct or performance by the student intern, may result in the immediate termination of the Agreement, the removal of the student intern from the internship site, and the student intern's failure to receive a passing grade in the pertinent course. By signing below, the student intern also acknowledges receiving a copy of said Agreement and being given a reasonable opportunity to read it and ask any questions about it.

IN WITNESS WHEREOF, the student intern has signed this Agreement, in quadruplicate, each of which constitutes an original, on the date set forth below, effective as of _____, 20____.

Student Intern

Date

Witnessed by

Date

SWK 348 Junior Field Learning Contract

Name of Student _____

Telephone: _____

Field Placement Name: _____

Address: _____

Telephone _____

Field Instructor Name: _____

The objective of the Junior Field Experience is to introduce students to group, organization and community level social work practice. The experience provides introductory exposure to community assessment and intervention work, organizational and community dynamics, and social welfare policy. The goal of the Junior Field Experience is to assist students in understanding the importance of community and organizational level practice. The agency provides opportunities for students to be introduced to the agency, the community it serves, and its role and work in the community.

Please note that students should be introduced to a broad range of experiences. Ideally, students should be exposed to social work intervention and practice focused on the macro-levels, or community and organizational levels, of intervention, but also may be involved in some micro (individual) and mezzo (family and group) level experiences that take place towards meeting goals at the community level. **Please indicate after each responsibility how you believe this goal assists the student to understand of macro level (community and/or organizational) practice. This can include policy level work too.**

Please note: this form has space for 4 student responsibilities. It is acceptable for fewer than 4 responsibilities may be assigned, but each student should have at least two responsibilities. More than 4 responsibilities may be assigned by attaching additional pages.

Responsibility #1:

How does this responsibility assist the student to understand macro (community and organizational) practice?

Responsibility #2:

How does this responsibility assist the student to understand macro (community and organizational) practice?

Responsibility #3:

How does this responsibility assist the student to understand macro (community and organizational) practice?

Responsibility #4:

How does this responsibility assist the student to understand macro practice?

Field Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Faculty Liaison Signature: _____ Date: _____

*Student: Please give a copy to the faculty liaison and field instructor.

SWK 348 Field Placement Evaluation

Name of Student: _____ **Placement:** _____

Please look back at the learning contract developed at the beginning of the semester and rate the student on their abilities. Please note: If any responsibilities have changed, feel free to adapt this to relevant experiences the student participated in.

Responsibility #1

In comparison to a typical junior level student, how did the student meet this responsibility?
(please circle)

Much Less
competent

Slightly less
competent

As Competent

Slightly more
competent

Much more
competent

Comments

Responsibility #2

In comparison to a typical junior level student, how did the student meet this responsibility?
(please circle)

Much Less
competent

Slightly less
competent

As Competent

Slightly more
competent

Much more
competent

Comments

Responsibility #3

In comparison to a typical junior level student, how did the student meet this responsibility?
(please circle)

Much Less
competent

Slightly less
competent

As Competent

Slightly more
competent

Much more
competent

Comments

Responsibility #4

In comparison to a typical junior level student, how did the student meet this responsibility?
(please circle)

Much Less
competent

Slightly less
competent

As Competent

Slightly more
competent

Much more
competent

Comments

If relevant, please describe any other activities or responsibilities, you would like to evaluate the student on:

In comparison to a typical junior level student, how did the student meet this responsibility?
(please circle)

Much Less
competent

Slightly less
competent

As Competent

Slightly more
competent

Much more
competent

Comments

Overall, how was this student's work in comparison to a typical junior level student?

Much Less
competent

Slightly less
competent

As Competent

Slightly more
competent

Much more
competent

Overall comments

Recommended Grade:

A

B

C

D

F

Student Signature

Field Instructor Signature

Faculty Liaison Signature

I give permission for this field contract and evaluation to be released to employers and/or graduate schools as a reference.

Field Instructor

Junior Field Experience Timesheet

Date	Time In	Time Out	Hours Worked	Total Hours	Date	Time In	Time Out	Hours Worked	Total Hours
Date	Time In	Time Out	Hours Worked	Total Hours	Date	Time In	Time Out	Hours Worked	Total Hours
Date	Time In	Time Out	Hours Worked	Total Hours	Date	Time In	Time Out	Hours Worked	Total Hours
Date	Time In	Time Out	Hours Worked	Total Hours	Date	Time In	Time Out	Hours Worked	Total Hours
Date	Time In	Time Out	Hours Worked	Total Hours	Date	Time In	Time Out	Hours Worked	Total Hours
Date	Time In	Time Out	Hours Worked	Total Hours	Date	Time In	Time Out	Hours Worked	Total Hours

***Turn over to sign**

MALONE UNIVERSITY SOCIAL WORK PROGRAM

Junior Field Experience Timesheet

Student Name: _____

Field Site: _____

To the best of my knowledge, the hours recorded above represent an accurate account of field placement hours completed.

Field Instructor Signature: _____

Date: _____

University Faculty Liaison Signature: _____

Date: _____