CWTAP Declaration of Understanding

Student Name: ________________________________

☐ Eastern Washington University  ☐ University of Washington

Terms: UW/EWU - Field Instructor (FI), UW – Field Advisor (FA)

As an enrolled CWTAP student I agree to the following and understand that these conditions/requirements do no supersede or replace any agreement(s) between myself, CA and the participating universities:

**Academic**
- I must maintain an overall 3.0 grade average in the School of Social Work, which includes classes for which I receive an “incomplete”. If I am a EWU student, I must not receive a 2.0 grade in any class or below a 2.5 in more than two classes.
- I am required to complete the CWTAP program plan of study in accordance with my University Academic Advisor.
- In order to drop a class I must first meet with my CWTAP Field Advisor or Field Instructor (FI) to discuss the fact that certain classes may not be available when I want to register for them and that this may impact my ability to complete the program in a timely manner.
- If my expected graduation date changes due to completing required coursework early or late, I will immediately meet with my advisor since altering graduation dates can impact the financial assistance I receive.
- It is my responsibility to discuss a leave of absence from school with the CWTAP Director/FI as soon as I believe it may be necessary. My request to Student Services must be in writing, with stated timeframes. Failure to maintain communication with the Director/FI or return to the program at the agreed upon date may result in withdrawal.
- I must get approval from the Director prior to registering for a class that is outside my approved program plan of study.

**Practicum**
- I will complete my advanced practicum in a DCFS field office or a Title IVE Tribe as approved by the CWTAP Director. If I am a non-employee (CA) I will complete both the foundation and advanced practicum in a DCFS office and be assigned Title IV-E eligible cases.
- My practicum learning activities must be developed in collaboration with my:
  - Field Instructor and Mentor (UW); or
  - Field Instructor and Agency Field Instructor (EWU).
• If I am a EWU student my FI has the overall authority for approving my learning objectives. No learning objectives may be implemented without the approval of the FI, who will document their approval on my student learning contract.

• If I am a UW student my Field Advisor will review my signed practicum learning contract and submit it to the SSW practicum office program coordinator.

• If I am hired by CA or change jobs during my practicum I will keep my FI apprised of my new office or work unit location.

• I will attend at least one Student Institute while in CWTAP and it must occur during either my foundation or advanced practicum.

Financial
• I will use financial assistance to first pay for tuition, and then incidental costs related to my educational program.

• It is my responsibility to meet all university registration deadlines.

• CWTAP will only pay for classes that I pass and will not pay for the same class twice.

• I must notify the appropriate CWTAP Program Coordinator when considering adding or dropping a class as it may have an impact on my financial assistance.

Employment
• I will work closely with my FI at the beginning of my last quarter to complete the E-Recruiting process, as outlined in my Participant Agreement.

• It is my responsibility to seek and gain employment as a CA Social Worker 2 or above and fully participate in the employment process.

• Prior to becoming a CA employee at anytime during the academic program I will discuss practicum implications with my advisor, FA/FI and request prior approval from the CWTAP Director before transitioning to a workplace of employment practicum.

• It is my responsibility to maintain all written documentation (email, memos, letters, etc.) of my employment seeking activities.

Student Signature: ____________________________ Date: ________________

Director Signature: ____________________________ Date: ________________