

MEMORANDUM OF UNDERSTANDING

BETWEEN

THOMAS UNIVERSITY

AND

<AGENCY>

CONCERNING SOCIAL WORK FIELD PLACEMENT

This understanding exists between the administration of Thomas University (hereinafter referred to as “University”) and <AGENCY>, (hereinafter referred to as “Agency”). The participating institutions agree to cooperate in the conduct of educational activities as described below.

PURPOSE:

The Field Practicum curriculum in Social Work at Thomas University is comprised of twelve semester hours of coursework spread over the fall and spring semesters, which together require the completion of 400 field hours (a minimum of 200 hours per semester). The Division of Social Work at Thomas University is a Baccalaureate program that has obtained full accreditation from the Council on Social Work Education (CSWE). Through supervised practice, students are expected to attain competence in Social Work intervention skills consistent with entry-level generalist practice as set forth by the university, the NASW Code of Ethics and CSWE standards.

THE UNIVERSITY AGREES:

1. To recommend for placement in the Agency only those students who have the approval of the Social Work faculty.
2. To provide at least one meeting between the University and the Agency, where Field Orientation and/or other Field related training occurs; the orientation and field program trainings will be provided to the Agency staff on the TU campus, at the Agency, and/or online – at no cost to the Agency.
3. To provide on-site visitation and consultation for all practicum students by the Faculty Liaison and/or the Field Coordinator and to be available for assistance as the need arises.
4. To provide the Agency a *Field Placement Manual* containing descriptive information concerning the social work curriculum and copies of evaluation materials to be used in the field placement practicum and seminar.

5. To provide the Agency copies of the Council on Social Work Education Accreditation Standards and the Curriculum Policy Statement for Baccalaureate Programs.
6. To keep the Agency informed about the accreditation status of the Social Work Program by the Council on Social Work Education.
7. To assign full responsibility for the field practicum grade to the social work faculty; however, a recommended grade will be requested of the Field Instructor.
8. To extend to authorized representatives of the Agency an open invitation to visit the Social Work Program of Thomas University and to consult with its faculty and students.

THE AGENCY AGREES:

1. To provide field learning experiences that offer as much diversity of client populations as possible, that offer opportunities for students to learn about the Agency's functions and about community resources, and that enable students to attend agency staff meetings.
2. To discuss with the Field Director the credentials and teaching interests of potential Field Instructors, thus assuring joint involvement by the Agency and the University in the selection of suitable Field Instructors.
3. To provide on-site field instruction supervision time of not less than one hour per week for field students.
4. To evaluate the student using the forms prepared by the Division of Social Work and provided in the Field Manual and online.
5. To communicate to the Faculty Liaison and/or Field Director, as early as possible, any problems pertaining to the performance of the student.
6. To provide opportunity for the Agency's Field Instructors and other involved supervisory staff who oversee student interns to participate in on-campus and/or online workshops or meetings at least once per semester. The meetings include program orientation, CEU trainings, or other Field meetings.

THE UNIVERSITY AND AGENCY JOINTLY AGREE:

1. That no student will be discriminated against on the basis of race, ethnicity, age, disability, gender, religion, or sexual orientation in any aspect of the program.
2. That the Agency reserves the right to discontinue the availability of its facilities and services to any student who does not continuously meet the professional or other requirements, qualifications, and standards of the Agency or any appropriate authority controlling and directing the Agency.
3. That acceptable schedules and work assignments will be developed that will not interfere with the primary mission of the Agency or the Social Work Program.
4. That students will be interviewed by the Agency Field Instructor prior to acceptance into the field practicum.
5. That professional liability insurance is a requirement for student interns working in the field. Liability insurance with limits no less than \$1,000,000.00 per claim and \$3,000,000.00 aggregate must be purchased by the student and a copy of the policy must be submitted to both the Agency and the University before the student may begin field placement.
6. That if any student intern is placed within the agency where they are also employed, student liability coverage is limited to only those activities that are field activities and not employment based activities.
7. That this agreement in no way limits the Agency from accepting students from any other educational institution.
8. That students and University faculty members are not employees of the Agency or its affiliates (unless the student is employed in a separate position and has been approved for a worksite placement) and will not be entitled to Worker's Compensation under agency coverage or to other employee benefit programs of the agency.
9. That this agreement will be renewed in perpetuity, until such time as either party elects to withdraw from the agreement, with written notice to cease participation.

THE UNIVERSITY AGREES TO REQUIRE THE STUDENT TO:

1. Provide evidence of professional liability insurance with limits no less than \$1,000,000.00 per claim and \$3,000,000.00 aggregate.
2. Arrange an exploratory interview with the Agency within one week after notification by the Field Director.
3. Comply with the health regulations of the Agency.
4. Comply with all pre-placement procedures and requirements such as health screenings, background checks, drug screenings, or other specific Agency requirements.
5. Arrange for reliable transportation to and from the Agency.
6. Abide by agency policies and practices.
7. Abide by the *NASW Code of Ethics*.
8. Submit a written evaluation of the field instructor and of the agency as a setting for field learning upon completion of the practicum.

UNIVERSITY AND AGENCY SIGNATURES:

Vice President of Academic Affairs, Thomas University

Date Signed

Administrator, Agency

Date Signed