

MEMORANDUM OF AGREEMENT

Memorandum of Agreement
Between
College/University
And

College/University thanks you for serving as a field placement agency

By signing this agreement, both the University and agency agree to cooperative efforts in the provision of field instruction to students.

Roles and Responsibilities of College/University

College/University will:

1. Assume initial responsibility for the selection of students to be placed at the agency, and involve the agency in final decisions regarding placement.
2. Provide the agency with written pertinent information concerning students selected for placement in the agency. This information will include a copy of the student's application for field placement and a brief resume.
3. Provide a designated person (Field Coordinator) to serve as liaison between the University and field instruction agency. This faculty member will:
 - a. Schedule a minimum of at least two visits to the agency to view student progress and consult with the field instructor.
 - b. Be available to the field instructor for immediate consultation.
 - c. Share with the field instructor and other appropriate agency staff members, knowledge of the educational programs of the University through meetings, institutes, and workshops.
4. Provide guidance to students in writing a contract defining educational objectives and field learning experiences. The student will generate this contract during the first three weeks in the field agency.
5. Provide field practicum information to field instructors through workshops and meetings with the field instructor and other appropriate agency staff members.
6. Carry final responsibility for the administration of the field practicum, including decisions which affect the progress of the student, such as grades, credits, and minimum number of field instruction hours in the agency.

Roles and Responsibilities of the Field Agency

The agency agrees to:

1. Provide the University with a description of the placement (the function and purpose of the agency), including the learning opportunities anticipated in order to help students and University match students to placements. This will be done on the field agency data form provided by the University.
2. Accept students assigned to the agency without respect to race, ethnic origin, sex, age, religion, disability, or political belief; but will retain the right to reject individual students who cannot function in the agency's program.
3. Provide students with opportunities to participate in the agency program as appropriate to educational needs, educational preparation, and practice competency. This will include field exposure to practice with all system levels (micro-mezzo-macro).
4. Help implement field instruction to reinforce learning from the University program curriculum.
5. Designate qualified agency personnel to serve as field instructors and submit their credentials for University approval.
6. Enable each field instructor to assume a schedule that will include:
 - a. Meeting the educational needs of students, including orientation to the agency and its services, development of learning opportunities which involve appropriate depth and variety, preparation for conferences with each student, and regularly scheduled individual conferences with each student.
 - b. Meeting with the Field Coordinator at periodic intervals to discuss learning opportunities and student performance.
 - c. Attending appropriate department-sponsored meetings.
 - d. Preparing reports and evaluations as scheduled by the field program.
7. Provide opportunities for planned student contact with agency staff members, in addition to field instructors (s), through whom appropriate learning opportunities can be provided.
8. Permit student use of its facilities during the period of placement, including:
 - a. Space on regular or as needed basis appropriate for carrying our task assignments.
 - b. Convenient access to a telephone.
 - c. Office supplies, as needed, in the performance of responsibilities.
 - d. Clerical service for records and reports for use by the agency when appropriate.
 - e. Access to client and agency records appropriate to the learning experiences.
9. Provide access to agency case records which are pertinent to student learning and

development activities.

10. Insure that the faculty liaison representative is advised of policy service changes and developments for possible inclusion in the University curriculum.
11. Provide for travel required to students on behalf of clients. Specific arrangements regarding travel should be included in the student-agency agreement.

Roles and Responsibilities of Both the Agency and the University

Mutual agreement:

1. To arrange for the student to participate in the field practicum by:
 - a. Visiting the agency and interviewing appropriate personnel.
 - b. Writing a contract with the agency, defining education objectives, field learning experiences and student's responsibility for providing services.
 - c. Providing a statement of confidentiality for the student to sign with the agency.
2. Problems may arise in the field placement. The following grievance procedure will apply to problems in the placement. It may be initiated by the University, the student, or by the agency.
 - a. Field coordinator will be contacted, and the nature of the grievance discussed.
 - b. Field Coordinator will contact the field agency or student to discuss the grievance. If the grievance cannot be resolved at this point, the process will proceed.
 - c. Written notification of the problem or concern must be prepared, and copies sent to the Field Coordinator, Social Work Department Chair, and the field instructor. If termination is requested, notification should clearly state reason for termination.
 - d. The Field Coordinator will schedule separate conferences with the student and appropriate agency personnel to ascertain the validity of the request.
 - e. The Field Coordinator will have a joint conference with the student and appropriate agency personnel to discuss the request.
 - f. After consultation with University Social Work Department Chair, the Field Coordinator will decide whether or to terminate the placement (a second joint conference may be called prior to the decision). The decision will be recorded in the student's record
 - g. Assist students with meeting Council on Social Work Education Competencies:
 - Competency 1: Demonstrate Ethical and Professional Behavior
 - Competency 2: Engage Diversity and Difference in Practice
 - Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Competency 4: Engage In Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

The agreement will be effective beginning _____ and will remain in force for five years unless either the University or the agency indicates a need to change.

Signed by:

(Agency Executive) (Date)

(University Provost, President, VP) (Date)

(Chair, Department of Social Work) (Date)

(Social Work Field Coordinator) (Date)