

FIELD INSTRUCTION AGREEMENT

AGREEMENT BETWEEN _____ AND THE SOCIAL WORK PROGRAM AT SALISBURY UNIVERSITY, SALISBURY, MD.

The Social Work Department at Salisbury University considers Field Instruction a vital part of the education of students in social work and recognizes the importance of the contribution of the agencies where these students are placed. A close working relationship between the Program and Agency personnel is essential in maintaining the educational excellence desired by all parties involved. A clear statement of expectations can help to facilitate the development of that relationship.

RESPONSIBILITIES OF THE PROGRAM AND AGENCY

I. The Social Work Program (the "Program")

The Field Education Office is responsible for the overall organization and coordination of Field Instruction. There will be other Program faculty members involved in various aspects of the Program-Agency relationship, including, but not limited to, a Faculty Field Liaison. A member of the Field Education Office will initially contact the Agency to discuss the Salisbury University Social Work Program and the parties thereafter will work together to establish the task responsibilities and desired learning experiences for the student, in accordance with the Program and Agency responsibilities set forth herein.

Program responsibilities are:

1. Contact with Agency for:
 - a. Clarification of role of student in the Agency and providing student learning objectives and hours/schedule needed for completion of the same;
 - b. Interpretation of content objectives and classroom activities in relation to Agency experiences;
 - c. Evaluation with Agency of student achievement; and
 - d. Awarding of grade with input from Agency Field Supervisor.
2. The development, implementation, and evaluation of the philosophy and curricula of the Program, including the identification of educational objectives, instructional schedules and hours of field instruction, shall be the responsibility of the Program and its faculty.
3. The Program will work with Agency to place selected students in the Agency, after a written application is submitted to the University, after the Agency conducts a pre-placement interview, and after Agency confirms its acceptance of the student.

4. There will be a Program Faculty Field Liaison that will make a minimum of one (1) visit to the Agency during each semester/term.
5. The Faculty Field Liaison will conduct seminars for all Program students during Field Instruction.
6. Program will participate in joint meetings and/or workshop with Agency Field Supervisors, as necessary.
7. Provide Agency with a copy of the University calendar.
8. Inform Agency of any applicable University System of Maryland and/or University or Program standards relating to the required course/field instruction hours per credit.
9. Be readily available to Agency and student should the need arise. Individual conferences will be held if a student or the Agency should require such a meeting for any reason relating to a student's Field Instruction experience.
10. Services provided by students and faculty of Program in the implementation of student learning experiences will be provided at no cost to Agency.
11. Program will remain responsible for maintaining any applicable Program approvals and accreditation.
12. Inform Program students and faculty of the terms of this Agreement.
13. Provide professional liability insurance.

II. The Agency

Hopefully, there will be a mutual selection process for field placements. A wide range of settings that are engaged in human service activities can be considered for the field experiences necessary to allow our students to meet the educational objectives of the Program. Along with this goes qualified Agency supervision. We are expecting that the responsibility of directing the tasks of the student within the Agency will be assigned to one person – the Field Supervisor. In the absence of a bachelors level social worker to supervise, the additional support needed will be provided by the Program Field Office.

The Agency's responsibilities are:

1. The Agency shall make available to the Program students its existing facilities and the educational opportunities surrounding the current facility activities to facilitate the attainment of the specified objectives of the Baccalaureate or Master Social Work Programs.

2. Agency shall be responsible for and retain absolute control of the organization, administration, operation and financing of its services. Agency shall not reduce its staff due to the presence of Program students.
3. Agency shall provide a field instruction experience that is appropriate to the student's needs and level of experience and proficiency, and that is of sufficient size and variety to ensure an optimal educational experience with the Agency. Agency will select tasks and experiences planned for the student in the community and agency, in line with Program direction on student learning objectives.
4. Designate a Field Supervisor and inform Program of Field Supervisor contact information.
5. Designate a work space for student.
6. Orient student to Agency, program and services, and make available to Program faculty and staff all relevant rules, regulations, policies and procedures of the Agency.
7. Assess student education needs.
8. Schedule weekly supervisory conferences with student.
9. Help the student integrate Field Instruction with his/her classroom work.
10. Contact Faculty Field Liaison or Field Office immediately when there are problems in the student's adjustment or performance during Field Instruction. Should a problem arise with a student where the Agency desires to remove the student from Field Instruction, the Agency shall immediately call the Field Office to discuss the same prior to taking any action. Should the Agency dismiss a student from Field Instruction, the Agency shall participate in an informal conference within seven (7) calendar days of the action. Representatives of the Program, the student, and the Agency will all have an opportunity to participate in an informal conference and all parties will have an opportunity to be heard. In the event that a formal grievance or other administrative action is initiated within the Program or the University due to events during Field Instruction at the Agency, the Agency shall cooperate with the Program and the University, as necessary, and shall provide the Program and University with information needed to conduct any process. This may include participation by Agency personnel in Program and University hearings.
11. Evaluate student's performance in field and provide such evaluation to the Program.
12. Prepare a final report on the work of the student to be submitted to the Program Field Liaison.
13. Attend Program meetings and training held for fieldwork supervisors.
14. Agency shall inform Program regarding any research or education programs and changes in Field Instruction facilities which may affect the Program. Where other educational programs are

contracting with the Agency, the Agency shall devise ways for coordinating so that all programs may have maximum benefit or learning experiences.

15. Agency shall inform its personnel regarding the terms of this Agreement.
16. Agency shall be responsible for maintaining any relevant Agency approvals and accreditation.
17. Agency will allow Program faculty and students participating in Field Instruction, at their own expense, to use Agency's parking and cafeteria facilities while engaged in Field Instruction.

III. Joint Responsibilities

1. The maximum number of Social Work students assigned to the Agency during any instructional period shall be established by mutual agreement and determined by the facilities and the extent and variety of Social Work opportunities and problems available for the students' learning experience.
2. Any changes in applicable policies, rules, regulations and new developments shall be communicated between the Program and the Agency.
3. The Program and the Agency shall maintain ongoing communication to discuss policies, regulations or areas of concern related to the practice of Social Work.
4. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, sexual orientation, or national origin, and other applicable State and Federal policies and laws.
5. This Agreement may be terminated by either party upon giving written notice of such intent to the other party by registered mail at least One Hundred Twenty (120) days prior to such termination. In the event of a termination of this Agreement, the parties agree that any students already participating in the field experience will be allowed to complete his/her field experience under the same terms and conditions of this Agreement.
6. This Agreement shall remain in force and effect for the period:
August 28, 2017 THROUGH August 28, 2018
7. The Law of the State of Maryland shall govern the interpretation and enforcement of this Agreement.

The parties hereto recognize the interdependence of the two and the need to recognize that each will derive the greatest benefits by promoting the interests of both. Each of the parties is therefore entering into the Agreement with the intention of cooperating with the other in carrying out the terms of the Agreement, and each party agrees to interpret its provisions in such a manner as to best

promote the interests of social work education, the client and the community. This Agreement will be reviewed periodically and may be altered or modified by mutual consent.

Director of Field Education
Salisbury University
Social Work Department

Date

Agency Representative
Signature

Date

Print Name

Title

Telephone Number