

University of Cincinnati{PRIVATE }
School of Social Work

Field Instruction – Memorandum of Agreement

The School of Social Work of the University of Cincinnati designates _____ as an approved setting for field instruction in the School's baccalaureate program and/or its graduate specialization's in direct practice and social welfare administration.

Both the School and the agency commit themselves to cooperative efforts (as described below) in provision of supervised educational field experiences for students of the School.

This agreement becomes effective on _____, and remains in force for a period of one year, and renews itself annually unless either the School or the agency indicates a need for review or change.

Adjustments to this agreement will be included in a written addendum.

In the event of unforeseen circumstances, which significantly affect the student's educational plan, each party will inform the other so the appropriate alterations in this agreement can be made as early as possible.

The School of Social Work agrees to:

- 1. Work cooperatively with the Agency in designating appropriate field learning experiences. The School will also work with the student and field instructor in deciding the educational appropriateness, timing, and feasibility of particular field learning experiences. These experiences may be within the agency, or in outside "satellite" placements.*
- 2. Respect the autonomy of the Agency to set its own program, and Agency identity as primarily a service delivery system and only secondarily as a professional training resource.*
- 3. Select and/or recommend students to be placed at the Agency and make alternate plans for placement of student(s) in the event that such planning becomes necessary.*
- 4. Carry final responsibility for educational decisions concerning the student (e.g., grades, credits, hours in the Agency, and the field-course curriculum in the Agency and/or satellite field placement).*
- 5. Designate a member of the faculty to serve as fieldwork liaison to the Agency. The liaison will periodically visit the agency to review student progress and consult with the field instructor on learning patterns and problems.*
- 6. Provide opportunities for field instructors to review curriculum development efforts and have input into this process.*
- 7. Share student's evaluations of the field placement experience and participate, with the Agency, in decision-making regarding on-going field placement opportunities.*
- 8. Provide the agency with a copy of the School's Field Manual and student evaluation forms.*

The Agency agrees to:

1. *Accept the policies of the School and assign students in accordance with the provisions of the Federal Civil Rights Act.*
2. *Adhere to the goals of the School as contained in its field manual.*
3. *Involve the student in the total Agency program as appropriate and select assignments for the students in keeping with their educational needs.*
4. *Provide qualified staff as field instructors, subject to approval by the School.*
5. *Assure that each field instructor has adequate time within his/her work schedule to: (a) meet the educational needs of the student through development of learning opportunities, (b) prepare for regularly scheduled individual conferences with student for a minimum of one (1) hour per week of formal supervision and 1/2 hour per week of availability informally for questions (c) meet with the faculty liaison at periodic intervals to discuss learning opportunities and student performance, (d) prepare reports and evaluations as required by the school, and (e) attend appropriate School sponsored meetings, institutes, and seminars where feasible.*
6. *Permit students to use its facilities during the period of placement, including: (a) space for students that are sufficiently private for carrying on independent work and activities, (b) clerical service for those records and reports which are produced for the Agency, and (c) access to client and Agency records;*
7. *Assure that the faculty field liaison is advised of policy and service changes and developments, which may affect student learning or the School's curriculum.*
8. *Consult with the faculty field liaison, as early as possible, when concerns develop regarding a student's progress or performance.*
9. *Provide reimbursement whenever possible for all student travel expenses on agency business.*
10. *Observe the University of Cincinnati, School of Social Work calendar with respect to student holiday and vacation periods.*

Name of Agency _____ Date

Agency Representative (Name)

Title _____ (Signature) _____

{PRIVATE }School of Social Work Representative (Name)
 _____{tc \l 2 "8. School of Social Work
 Representative (Name) _____"}

Title _____

(Signature) _____

Date