University of Cincinnati  
School of Social Work  

Field Instruction – Affiliation Agreement  

THIS AGREEMENT, entered into between the UNIVERSITY OF CINCINNATI, a state institution of higher education organized under Section 3361 of the Ohio Revised Code, on behalf of the School of Social Work (“School”) and [name of Site] __________________________ (“Site”), shall govern the use of the Site’s facility as an approved setting for field instruction in the School's baccalaureate program and/or its graduate specializations in direct practice and social welfare administration.  

WHEREAS, it is to the mutual benefit of the Site and the School to cooperate in educational programs using the facilities of the Site; and  

WHEREAS, it is in the best interests of the parties to jointly plan for the organization, administration and operation of the educational programs.  

NOW, THEREFORE, in consideration of the mutual covenants by each party to be kept and performed, it is agreed as follows:  

The School agrees to:  

1. Work cooperatively with the Site 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 Site, or in outside "satellite" placements.  
2. Respect the autonomy of the Site to set its own program, and Site identity as primarily a service delivery system and only secondarily as a professional training resource.  
3. Select and/or recommend students who are in good standing to be placed at the Site 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 Site, and the field-course curriculum in the Site and/or satellite field placement).  
5. Designate a member of the faculty to serve as fieldwork liaison to the Site. The liaison will periodically visit the Site 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 Site, in decision-making regarding on-going field placement opportunities.  
8. Provide the Site with electronic access and/or a copy of the School's current Graduate Program (MSW) Field Instruction and/or Undergraduate (BSW) Program Field Instruction Manual, along with student evaluation forms.  
9. Ensure that all students involved in the educational program at the Site will receive general training regarding the privacy rules of the Health Insurance Portability and Accountability Act (HIPAA) prior to entering the facilities of the Site. The School
will present proof of such training to the Site upon request. The School agrees to provide all students with electronic access to and/or copies of the National Association of Social Workers Code of Ethics, as well as provide applicable training on such Code of Ethics and safety in the field. The School agrees to provide all students with electronic access to and/or copies of the current Ohio Counselor, Social Worker & Marriage and Family Therapist Board Laws & Rules.

10. Insure the School and its employees, and students, agents and volunteers while acting on the School's behalf, through a comprehensive program of self-insurance. Evidence of self-insurance shall be provided to the Site upon the Site's request. If employees of the School will be in the Site with students during the affiliation experience, the School shall provide, upon request, evidence of Workers' Compensation insurance covering its employees.

11. If requested by Site, student shall be responsible for completion of a criminal background check conforming to Site-specific criteria. The student will submit the results of the criminal background check to Site.

12. If requested by Site, student shall be responsible for completion of a drug screening conforming to Site-specific criteria. The student will submit the results of the drug screening to Site.

The Site agrees to:

1. Involve the student in the total Site program as appropriate and select assignments for the students in keeping with their educational needs.
2. Provide qualified staff as field instructors, subject to approval by the School, to supervise the performance of the student.
3. 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 ½ 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.
4. 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 Site, and (c) access to client and Site records;
5. 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.
6. Consult with the faculty field liaison, as early as possible, when concerns develop regarding a student's progress or performance.
7. Provide reimbursement whenever possible for all student travel expenses on Site business.
8. Observe the School’s academic calendar with respect to student holiday and vacation periods.
9. Will provide access at reasonable times and with reasonable advance notice to representatives of the School and the representatives of the School’s accrediting bodies.
10. Acknowledge that information embodied in student education records is protected from disclosure pursuant to the Federal Family Education and Privacy Rights Act (FERPA), 20 U.S.C. § 1232(g) and agrees to abide by its provisions.

11. Protect student confidential information and education records from disclosure agrees to abide by all applicable law, including but not limited to, the Federal Family Education and Privacy Rights Act (FERPA), 20 U.S.C. & 1232 (g), and the Health Insurance Portability and Accountability Act (HIPAA), Codified at 42 U.S.C. § 300gg and 29 U.S.C § 1181 et seq, and 42 USC 1320d et seq. Site further agrees to be liable for, and report any breach of such confidential student information or educational records to the School within five (5) days of determining such a breach.

12. Develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted student education records received from, or on behalf of School or its students. The procedures will be documented and available for School to review upon request. Upon termination, cancellation, expiration or other conclusion of the Agreement, Site shall securely store or destroy student education records in accordance with its own human resource retention policies.

13. Responsibility for the enforcement of its HIPAA policies and procedures and compliance by School’s Students. School’s students will be functioning as part of the Site’s workforce pursuant to 45 C.F.R. §160.103 and will be subject to the Site’s HIPAA policies and procedures.

14. Insure itself and its employees through a fiscally sound program of self-insurance or commercial insurance or a combination thereof, for professional and general liability.

15. Execute this Agreement only by a duly authorized agent of the Site.

The School and Site agree:

1. To follow the standards and guidelines of the School’s current Graduate Program (MSW) Field Instruction Manual and/or Undergraduate (BSW) Program Field Instruction Manual.

2. In the event that either becomes aware of a claim asserted by any person arising out of this Agreement or any activity carried out under this Agreement, the parties shall cooperate in defending the claim, securing evidence and obtaining the cooperation of witnesses.

3. The maximum number of students assigned to the Site during any instructional period shall be established by mutual agreement. The Site reserves the right to limit the number of students it accepts for affiliation.

4. Where areas of difference exist or occur in rules, regulations, or questions of school work, field experience, or other Site practices, the Site rules, regulation or practices shall prevail and such conflict shall be referred to School fieldwork liaison and Site field instructor.

5. There shall be no discrimination based on race, color, religion, national origin, sex, sex orientation, age, physical or mental handicap or status as a disabled veteran or veteran of the Vietnam era.

6. Agree to comply, at its own expense, with the provisions of all state, local and federal laws, regulations, ordinances, requirements and codes which are applicable to this Agreement.

7. Nothing contained in this Agreement shall be construed to create a joint venture, partnership, agent or employment relationship as between School and Site. Neither party has the authority to act for the other party, or to bind the other party in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the other party.
8. This Agreement shall become effective as of _________________, and shall continue in effect for five years from the effective date with the understanding that this Agreement may be reviewed annually and revised, if necessary. This Agreement can be terminated at the will of either party hereto upon giving the other party no less than ninety (90) days written notice of the party's intention to terminate. All students involved in the field instruction experience at the time of termination shall be permitted to complete the current term.

9. Notice to the School shall be in writing and sent by United States regular mail, postage prepaid, to:

University of Cincinnati  
School of Social Work  
Director of Field Education  
1515 French Hall West  
PO Box 210108  
Cincinnati, OH 45221-0108  
phone: 513.556.4626  
fax: 513.556.2077  
email: lisa.zimmer@uc.edu

10. Notice to Site shall be in writing and sent by United States regular mail, postage prepaid, to:

___________________________________  
___________________________________  
___________________________________  
___________________________________

11. The terms and conditions of this Agreement can only be modified by mutual written agreement by the parties.

IN WITNESS WHEREOF, we have hereunto set our hands.

UNIVERSITY OF CINCINNATI

By: _________________________  
Name: _________________________  
Title: _________________________  
Date: _________________________

SITE

By: _________________________  
By: _________________________  
Name: _________________________  
Name: _________________________  
Title: _________________________  
Title: _________________________  
Date: _________________________  
Date: _________________________
Please print this document to complete the required information and return to the Director of Field Education. A fully signed copy will be sent back to you for your records.