

**CALIFORNIA STATE UNIVERSITY, STANISLAUS
MASTER OF SOCIAL WORK PROGRAM
Field Practicum Agreement**

THIS AGREEMENT entered into by and between the **CALIFORNIA STATE UNIVERSITY, STANISLAUS MASTERS OF SOCIAL WORK PROGRAM**, hereinafter called the (University), and the Agency, noted below, hereinafter called the (Agency).

WITNESSETH

WHEREAS, it is to the mutual benefit of the parties that students of the University's Social Work Program to use the facilities of the Agency for their field practicum program.

NOW, THEREFORE, it is mutually agreed between the University and the Agency as follows

PARTIES: Trustees of the California State University
California State University, Stanislaus Master of Social Work Program
One University Circle, Turlock, CA 95382

TERM: , 2009 through , 2010 with four (4) one-year renewals

TERMS OF AGREEMENT

The term of this agreement shall be for a period of one (1) year commencing -----, 2009, and terminating, -----2010, and shall be renewed automatically for additional periods of one (1) year up to a total of four (4) additional years. However, it may be terminated by either party after giving the other party six months advance written notice of its intention to so terminate. Any such termination by the Agency shall not be effective, at the option of the University, for any student until such student has completed the program for the then current academic year.

AGENCY SHALL

1. Permit each student who is designated by the University to receive a social work field practicum at the Agency and shall furnish, and permit such students and designated field instructors free access to appropriate Agency facilities for the field practicum.
2. Furnish appropriate Agency facilities, in such a manner that there will be no conflict in the use between the University's students and students from other educational institutions, if any.
3. Maintain the Agency facilities used for the field practicum in such a manner that the facilities shall be available to the students and field instructor when needed.
4. Assure that staff is adequate in number and quality to provide field instruction and to insure continuous management of the student program in cooperation with the Field Coordinator.
5. Provide the resources necessary to provide an educationally focused field practicum in accordance with the policies and procedures of the social work program.
6. Provide office space, telephone access, supplies, and other materials to enable a student to function effectively in their placement.

7. Designate qualified field instructors, subject to approval of University Field Coordinator.
8. Modify the schedule of the designated field instructors to assure that adequate time is available for student supervision, field instructor meetings, training, and orientation.
9. Adhere to policies and practices reflecting nondiscrimination applied to clients, staff, and students.
10. Orient MSW students as to the role and responsibilities of students in the Agency.
11. Have the right, after consultation with the University, to refuse to accept further placements of the University's students who in the Agency's judgment are not participating satisfactorily in the program.
12. Notify the University Field Coordinator and the field instructors, in advance, of any change in the Agency's personnel appointments which may affect the student field program.
13. Save harmless and indemnify University against all claims, demands, suits, judgments, expenses and costs of any kind and every kind, insofar as they may legally do so, on account of the injury to or death of persons or loss or damage to property arising in any manner out of the acts or omissions of Agency's officers, agents or employees in the performance of this agreement.
14. Maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status.

UNIVERSITY, THROUGH THE MSW PROGRAM, SHALL:

1. Designate the students who are enrolled in the Social Work Program of the University to be assigned for field practicum at the Agency, in such numbers as are mutually agreed to by both parties.
2. In consultation and coordination with the Agency's representatives, establish a plan for the field practicum to be provided to students. The plan will provide clear expectations and procedures for the implementation of the practicum.
3. Supervise all instruction and field practicum experience given at the Agency to the assigned students and provide the necessary faculty liaisons for the field practicum program provided for under this agreement.
4. Keep all attendance and academic records of students participating in the practicum program.
5. Be responsible for the student's professional activities and conduct while in the Agency.
6. Require every student to conform to all applicable Agency policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the University and Agency.
7. Require designated field instructors to notify Agency's representatives of the:
 - a. Student placement schedule
 - b. Placement of students in field assignments.
 - c. Changes in field assignments.
8. In consultation and coordination with the Agency's administration staff arrange for periodic conferences between appropriate representatives of the University and Agency to evaluate the field practicum program.

- 9. Provide and be responsible for the care and control of the University's educational supplies, materials and equipment, used for instruction during the program.
- 10. Orient and train field instructors as to the University's relevant academic policies and the social work program's curriculum focus; its policies, procedures, and philosophy.
- 11. Maintain formal communication with participating agencies.
- 12. Provide training to field instructors on the educational aspects of field instruction.
- 13. Provide ongoing support and assistance to field instructors, students, and agencies to promote an educationally based practicum experience.
- 14. Save harmless and indemnify Agency against all claims, demands, suits, judgments, expenses, and costs of any kind, insofar as they may legally do so, on account of the injury to or death of persons or loss or damage to property arising in any manner out of acts or omissions of University officers, agents, employees or students in the performance of this agreement.
- 15. Require student interns to provide a copy of malpractice insurance and a signed copy of the "Statement of Responsibility" to the Agency representative.

GENERAL PROVISIONS

- 1. The parties agree that Agency is not to assume nor shall it assume by this agreement any liability under the California Worker's Compensation Insurance and Safety Act for, by or on behalf of any University students or University instructors while said students or instructors are on the premises of the Agency or while performing any duty whatsoever under the terms of this agreement or while going to or from any of Agency's facilities.
- 2. University shall inform each student regarding the lack of coverage for Worker's Compensation Insurance by either party.
- 3. All students shall be required, as a condition of participation in field practicum, to release from liability the Agency and its representatives for any and all acts performed in good faith and without malice in connection with field practicum.
- 4. This Agreement may at any time be altered, changed or amended by mutual agreement of the parties in writing.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto as of the written date.

**CALIFORNIA STATE UNIVERSITY,
STANISLAUS**

Date: _____

Date: _____

By _____
Clyta Polhemus, Director of Procurement

By _____
Title _____