

**BSW/MSW MEMORANDUM OF AGREEMENT
CARVER SCHOOL OF SOCIAL WORK
CAMPBELLVILLE UNIVERSITY**

This agreement is entered into by and between Campbellsville University, Carver School of Social Work and Counseling, hereinafter referred to as "Carver School of Social Work", and Bullitt County, hereinafter referred to as "Agency", to describe the manner in which the parties agree to cooperate on the placement and supervision of the social work practicum students for the purpose of providing an educational experience designed to assist the student in applying the knowledge, skills, values and ethics of the profession of social work in an actual field setting. Therefore, the Carver School of Social Work and the Agency execute this Practicum Agreement and mutually agree that the responsibilities of each party shall be stated herein.

I. The Carver School of Social Work shall:

- A. Conduct a program in the field of social work in conformity with all applicable statutes and regulations of the State of Kentucky and the United States and in keeping with the Council on Social Work Education and the National Association of Social Workers' Code of Ethics for the social work profession.
- B. Identify agency placement sites in accordance with CSWE qualifications and provide students with technical assistance in locating an appropriate practicum based on student interest and location.
- C. Ensure that the Agency is provided adequate opportunity to interview and determine the appropriateness of interested practicum students before any student is assigned to the Agency.
- D. Orient practicum students and personnel who serve in the capacity of Field Supervisors and Task Supervisor practicum requirements, policies and procedures of the Carver School of Social Work.
- E. Expect Social Work students and all Carver School of Social Work faculty to abide by the National Association of Social Workers' Code of Ethics.
- F. Designate a community professional or a faculty member of the Carver School of Social Work to serve as Field Liaison/Instructor between the University and the Agency. The Field Liaison/Instructor will provide regularly scheduled contacts with the Field Supervisor and/or Task Supervisor and student to promote the integration of academic learning and the agency based practice experience by the student, and offer technical assistance and problem solving as needed or at the request of the student or the Agency
- G. Designate the Field Liaison/Instructor to oversee the student's learning in the

practicum by the use of a Learning Plan.

- H. Require all students to purchase and carry their own malpractice liability insurance policy while at field practicum.
- I. Provide a learning plan with activities for the field supervisor and student during the field practicum. Student will practice social work skills and behaviors and be evaluated for proficiency using the Social Work Educational Assessment Project (SWEAP) tool sent to field supervisors via email.
- J. Ensure that the designated Field Liaison/Instructor completes a minimum of three teleconference contacts with field supervisor and student. Field Liaison/Instructor will have ongoing communication throughout the practicum.
- K. Agree that the Carver School of Social Work Field Director(s), any designated Field Liaison/Instructor and the practicum student follow all policy, procedure and professional practice expectations as written and implemented by the Agency, especially related to confidentiality and client rights.

II. The Agency shall:

- A. When supervising a MSW student, assign a member of the Agency staff who meets MSW criteria established for a Field Supervisor by the Council on Social Work Education (MSW with two years experience), and who is acceptable to the Carver School of Social Work to provide supervision of the student's learning activities in the practicum. This person is referred to as the "Field Supervisor". The Task Supervisor who is working closely with the student will work in conjunction with the outside Supervisor.
- B. When supervising a BSW student, assign a member of the Agency staff who meets BSW criteria established for a Field Supervisor by the Council on Social Work Education (BSW with two years experience), and who is acceptable to the Carver School of Social Work to provide supervision of the student's learning activities in the practicum. This person is referred to as the "Field Supervisor". The Task Supervisor who is working closely with the student will work in conjunction with the outside Supervisor.
- C. Ensure an adequate educational learning experience by allowing the designated Field Supervisor and/or Task Supervisor to access the Carver School of Social Works Field Practicum materials through the Carver School of Social Work Field Website and actively utilize the Intern Placement Tracking System.
- D. Agree that Field Supervisor or a Task Supervisor who work with a practicum student(s) become familiar with and adhere to the policies, procedures, roles and responsibilities outlined in the MSW Field Manual/BSW Field Manual.

- E. Retain all authority regarding all services to clients and other consumers of Agency services.
- F. Provide reasonable opportunity for the Carver School of Social Work Field Liaison to become oriented to the Agency and Field Supervisor in order to facilitate coordination of student success.
- G. Provide the student with a detailed Agency orientation and learning opportunities essential to satisfying the core competencies and program behaviors established by the Council on Social Work Education and as written below.

The Council on Social Work Education core competencies and practice behaviors for students to achieve during their practicum experience.

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

- H. Provide the release time necessary for the Field Supervisor, if employed by the Agency, to offer the student a minimum of one hour per week of supervision and allow for adequate time for student evaluations and communications with University faculty.
- I. Provide reasonable and adequate logistical support for the student during the practicum, including, but not limited to, a work space, use of a telephone as required, writing materials, computer and other office supplies necessary for Agency report writing and other activity documentation, etc. The Agency is not responsible for housing, transportation to the placement site, or usual living costs for the student.
- J. Prohibit the student from personally transporting clients in an Agency or personal vehicle unless the student can provide proof of additional insurance certification required by the Agency for transportation of clients.
- K. Notify the Field Liaison/Instructor of the Carver School of Social Work if any questions or problems arise at the earliest possible date.

III. Both parties agree to the following:

- A. This agreement is mutually beneficial to the Carver School of Social Work and the

Agency. There will be no reimbursement from either party for benefits received. The Agency recognizes that students are not their employees and shall therefore not be entitled to any wages or benefits as a result of their participation in this program unless an internship stipend is part of the Agency practice.

- B. This Memorandum of Agreement shall be effective on the date it is signed and may be terminated at the option of either the Carver School of Social Work or the Agency upon written notice given to the other party no less than thirty (30) days prior to the date of termination unless both parties agree upon immediate termination.
- C. This agreement shall be governed and construed according to the laws of the State of Kentucky and the guidelines of the Council on Social Work Education and the Campbellsville University Carver School of Social Work and the represented agency.

ACCEPTED (CARVER SCHOOL OF SOCIAL WORK)

UNIVERSITY: Campbellsville University

Cynthia J. Colyer, MSW, CSW
(BSW Field Director)

Date
BSW Field Director Signature

Kalon Moody, MSW
(MSW Field Director)

Date
MSW Field Director Signature

ACCEPTED (AGENCY):

AGENCY NAME: _____

Agency Director/Executive Director Name: _____

Title: _____

Agency Director Signature: _____ **Date** _____

Distribution:

Originals (2): Agency and Carver School of Social Work

AGENCY APPLICATION TO PROVIDE SOCIAL WORK FIELD INTERNSHIP
Campbellsville University
Carver School of Social Work

Thank you for your interest in partnering with us to provide a social work internship at your agency. We value this collaboration and seek to serve your work and mission while providing a practical learning opportunity for our students. Please complete the form below so that we might obtain information that will assist us in identifying students who are most appropriate to the needs, tasks, and environment of your agency setting. It is also necessary that your agency context meet the requirements of our accrediting body, Council for Social Work Education (CSWE). We look forward to partnering with you in an effort to meet both of our specific considerations.

Agency Name _____

Agency Address _____

Phone _____ Agency Website _____

How many interns will be appropriate to your agency setting?

_____ MSW Students _____ BSW Students

_____ preferences.

_____ MSW _____ BSW

Does your agency require specific background checks, drug screening or testing?
If so, please describe below. Give an estimate to how long it takes to complete those items?

Give a brief description or attach a brochure about your agency/programs.

Check the population(s) your agency serves:

- | | | |
|---|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Infants/Children | <input type="checkbox"/> Adolescents | <input type="checkbox"/> Adults |
| <input type="checkbox"/> Seniors | <input type="checkbox"/> Community | |

From the following lists please identify types of service(s) your agency provides.

Micro- Level Services

- ☐ Residential Treatment
- ☐ Bio-Psycho-Social Assessments
- ☐ Case Management
- ☐ Client Intake
- ☐ Discharge Planning
- ☐ Education
- ☐ Family Counseling
- ☐ Group Counseling
- ☐ Individual Counseling
- ☐ Crisis Intervention
- ☐ Information and Referral
- ☐ Mediation
- ☐ In-home Services
- ☐ Other

Macro- Level Services

- ☐ Administration
- ☐ Advocacy
- ☐ Education/ Training
- ☐ Fund Raising
- ☐ Grant Writing
- ☐ Management
- ☐ Community Organizing
- ☐ Policy
- ☐ Program Evaluation
- ☐ Research
- ☐ Program Development
- ☐ Social Planning
- ☐ Collaboration
- ☐ Other

From the following lists please indicate your agency's areas of practice focus.

- ☐ Aging/ Gerontology
- ☐ Child Welfare
- ☐ Community Organizing
- ☐ Criminal Justice
- ☐ Developmental Disabilities
- ☐ Physical Disabilities
- ☐ Domestic Violence
- ☐ Employment
- ☐ Foster Care/ Adoptions
- ☐ Health Care
- ☐ Public Health
- ☐ HIV/AIDS
- ☐ Hospice
- ☐ Other

- ☐ Immigration
- ☐ International Social Work
- ☐ Legal Services
- ☐ LGBTQ Services
- ☐ Maternal/ Child Health
- ☐ Mental Health
- ☐ Housing/Homelessness
- ☐ Poverty
- ☐ Public Health
- ☐ Government
- ☐ School Social Work
- ☐ Substance Abuse
- ☐ Gang Outreach

Does your agency offer varied work hours for interns? ☐ Weekend ☐ Evening

Is there an orientation and training required by your agency? ☐ Yes ☐ No
If so, when are these offered?

Please indicate skills and qualities that you would expect an intern to possess prior to entering into an internship agreement with you and your agency.

The academic calendar includes a three-week break between terms in December. Please indicate if this is acceptable for an intern in your setting or if this needs to be discussed.

Field Instructor Information:

Please include a professional CV or resume and complete the following.

Your name _____ Title _____
Phone _____ Email _____

Do you have a MSW degree? ☐ Yes ☐ No

Professional Licensure: State _____

☐ LCSW ☐ LMSW ☐ LPC
☐ LMFT ☐ Other _____

Other professional certifications:

Have you attended training(s) to provide field supervision for social work students in MSW programs? ☐ Yes ☐ No

If yes, where/when? _____

Have you supervised MSW student interns? ☐ Yes ☐ No
If yes, when and from what programs?

Have you supervised BSW student interns? ☐ Yes ☐ No
If yes, when and from what programs?

Are there other MSW staff in your agency who want to supervise interns?
☐ Yes ☐ No

Please use this space to communicate any additional information.