

Eastern Kentucky University

Department of SOCIAL WORK

THE PRACTICUM AGREEMENT



Prior to, or during the beginning of, the placement period it is expected that the agency and the field education director will negotiate an agreement. This agreement explicates the general responsibilities of the Agency and the University. The purpose of the agreement is to ensure clear communication and understanding of the cooperative nature of field placement between the Department of Social Work, the University, and the agencies which participate in the placement component.

It is understood that some agencies may require additional responsibilities of the agreement, completion of additional forms, memoranda of agreement, or other standard documentation initiated by the agency which are necessary for completion of the arrangements for the student's placement. These will be addressed on an individual needs basis. The field education director will review for approval before submitting to the department, college and university counsel for review and approval. A sample copy of the Department of Social Work's Agency-University Agreement can be found on the following page.

EKU SOCIAL WORK PRACTICUM AGREEMENT

To foster communication and understanding of the cooperative nature of field placement between the Department of Social Work at Eastern Kentucky University and the agencies who participate in the placement component, this agreement is established. One electronically signed copy will be retained by the Agency and the Department of Social Work, Eastern Kentucky University.

AGREEMENT

between

**THE DEPARTMENT OF SOCIAL WORK
EASTERN KENTUCKY UNIVERSITY
RICHMOND, KY 40475**
and

(“Agency”)

Agency Address: _____

For the period beginning: _____ and ending: _____

A. Responsibilities of the University

1. The University will provide the Agency with a field manual which states the objectives, policies and content of the field placement component.
2. The University will provide the Agency with information about the student's academic background, work and volunteer experience, learning expectations, needs assessment data of knowledge base and practice skills, to the extent necessary for the placement.
3. In cooperation with the Agency and the Student, the University assigns student(s) to the Agency and will set the educational direction and goals for the student. (NOTE: The Agency makes the final decision as to students assigned.)
4. The University will provide student performance evaluation forms to be completed by the Agency and returned to the University at mid-term (BSW-level) and at the end of the agreement period.
5. The University shall be responsible for setting periodic assessment conferences with the Agency and with the student. The frequency of these conferences shall be determined by the needs of the student, but the minimum shall be two such conferences per semester.
6. The University shall provide at least one seminar per year in which Agency Field Instructor and Faculty shall participate; the content of these seminars shall relate to: (1) the goals and the objectives of the Program; (2) improving the quality of the field placement component; and (3) the educational development of the Agency Field Instructor and the Faculty.
7. The University will hold required weekly seminars for all students in field placement and will make written and/or oral assignments as indicated.
8. The University assumes the responsibility for evaluating the overall achievement of the student and assigning the academic grade. This grade will be based upon the evaluations of the Agency Field Instructor; the student's self-evaluation; the student's participation in and attendance at seminars and his/ her written assignments.

9. The University shall retain final approval of all Agencies and Instructors participating in the field placement component of the Program.
10. In all matters of field instruction the University shall observe rules of confidentiality as understood within the framework of social work education.
11. The University will comply with all applicable state, federal, and local laws regarding the confidentiality of client/patient information and medical records, and the University will instruct students to do the same

B. Responsibilities of the Agency:

1. The Agency will provide a Field Instructor who meets the qualifications as defined by the University.
2. The Agency will grant the Instructor the necessary time to fulfill his/her responsibilities as defined in this agreement and in the manual, including time to attend the University seminars for Field Instructors.
3. The Field Instructor, in consultation with the faculty instructor and the student, plans assignments and experiences for the student that will: (1) meet the educational goals and objectives of the student; (2) orient the student to the overall purpose and functions of the Agency; and (3) enhance the student's knowledge of the social work profession, values and development of skills required for social work practice.
4. The Field Instructor will provide periodic cooperative opportunities for on-going assessment of the student performance in the field.
5. The Field Instructor agrees to submit a written assessment of the student's performance at mid-term and at the end of the agreement period and additional evaluation material throughout the agreement period as requested by the faculty instructor.
6. The Agency agrees to provide the student access to its facilities and resources in order to enhance his/her learning experiences. This will include the assignment of space to the student sufficient to the completion of required tasks.

C. Miscellaneous

1. This agreement is in effect for the term set forth at the beginning of the agreement. Either party may terminate this agreement, with or without cause, by giving thirty days' written notice to the other party.
2. There will be no discrimination against a student or faculty member because of race, color, creed, gender, religion, age, national origin or disability in any aspect of this program.
3. Each party shall remain responsible for their respective employees and agents, and each party shall be an independent contract, and shall have no authority to act for or represent the other party.
4. Students shall not be deemed to be employees of the Agency for any purpose including but not limited to, compensation or fringe benefits, workman's compensation, unemployment compensation, minimum wage laws or for any other purpose, because of their participation in the educational program. This provision shall not be deemed to prohibit the employment of any such participant by the Agency under a separate employment agreement.
5. The parties recognize that University is an agency of the state and as such is vested with sovereign immunity, and nothing in this agreement shall be construed as a waiver of such immunity.

