

**DATE:**

5/16/2024

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve the Memorandum of Agreement between Northern Kentucky (NKU) and the Kenton County School District (KCSD) for NKU social work students to perform field experience in KCSD schools going forward.**

**APPLICABLE BOARD POLICY:**

**01.11 General Powers and Duties of the Board**

**HISTORY/BACKGROUND:**

**The Kenton County School District and Northern Kentucky University have previously partnered to allow NKU's College of Education students to serve as student teachers and practicum students within our district. Similar to this program, NKU's student's seeking a Master's in Social Work (MSW) or Bachelor's in Social Work (BSW) will have this same opportunity to learn through this field experience from our employees in these positions. Much like our experiences with other universities for similar programs, not only will the partnership grow the education and mental health profession, it will serve as a first-hand recruiting tool for administrators who have the opportunity to observe the potential of the MSW/BSW Field Students while under their supervision.**

**FISCAL/BUDGETARY IMPACT:**

**\$0 cost to the district**

**RECOMMENDATION:**

**Approval to the Memorandum of Agreement between Northern Kentucky (NKU) and the Kenton County School District (KCSD) for NKU social work students to perform field experience in KCSD schools going forward.**

**CONTACT PERSON:**

**Malina Owens**

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**Principal/Administrator**

*Malina Owens*  
\_\_\_\_\_  
**District Administrator**

*[Signature]*  
\_\_\_\_\_  
**Superintendent**

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda. Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

**NORTHERN KENTUCKY UNIVERSITY  
SOCIAL WORK FIELD PROGRAM**

**Agreement Between Field Agency & Northern Kentucky University**

This contract is entered into by the Northern Kentucky University Social Work Field Program, herein referred to as the "Program" and

**Agency Name:** Kenton County School District

**Agency Address:** 1055 Eaton Drive Fort Wright, KY 41017

herein referred to as the "Agency", for the purpose of establishing an educational curriculum of field instruction for students enrolled in the Program, under the guidance and instruction of qualified agency practitioners or "field supervisors." This contract provides for BSW and MSW student field placements.

**For supervision of BSW field students** a "field supervisor" holds either a CSWE-accredited baccalaureate or master's in social work degree. If the field supervisor holds a baccalaureate degree, two (2) years of post-BSW professional experience are required.

**For supervision of MSW field students** a "field supervisor" holds a master's in social work degree with two (2) years of post-MSW professional experience required. For supervision of the MSW generalist field experience (300 field hours), an MSW degree alone may suffice; such approval is granted by the MSW Field Director on a case-by-case basis.

The field supervisor is a staff member at a human service agency who has practice experience and the required credentials set forth above. The NKU social work field student is placed at the agency where the field supervisor is employed. The field supervisor is an integral part of NKU's field education program and a member of the educational team (student, field supervisor and faculty instructor). The field supervisor provides a helpful and positive experience for the student in various ways, including:

1. Fostering student application of social work knowledge, values, and skills via the provided "Learning Contract" and agency learning experiences,
2. Involving the student in meaningful agency experiences,
3. Determining appropriate assignments in conjunction with the student,
4. Instructing the student as to the goals, scope, and operation of the agency as part of the student's orientation to the agency,
5. Holding weekly face-to-face 1 hour supervisory sessions with the student,
6. Helping the student make accurate assessments, plan and evaluate appropriate interventions and apply relevant social work theory to practice,
7. Discussing and evaluating student reports, assessment documents and other written work,
8. Being available for on-site visits with field faculty,
9. Providing ongoing evaluation of the student's performance and completing the assessment instruments in conjunction with the student and submitting them to the faculty instructor, and
10. Attending or accessing NKU social work field supervisor orientation training.

It is expected that the agency will provide adequate space and facilities for the professional utilization of a student. A written "Learning Contract" will be provided, negotiated, and executed between the student, field supervisor, and field faculty. The field supervisor should keep the field faculty member informed about the student's activities and progress, any problems associated with the student's performance, and any agency changes that may affect the student's work.

It is agreed that:

1. There will be mutual agreement between the Program and the Agency in the selection of students for placement. Students will be assigned without respect to race, ethnic origin, sex, sexual orientation, age, religion or disability. Selections will be made on the basis of suitability of the Agency's program to meet educational needs, and on the student's ability to meet the Agency's basic requirements. The Agency reserves the right to determine the number of students that may be placed, dependent upon space, instructional time available, and client population.
2. The student will be provided the opportunity to participate in overall agency program and activities as appropriate to educational needs, practice competence, skill development, and the Council on Social Work Education (CSWE) competencies to be demonstrated (see learning contract).
3. The Agency will appoint appropriate personnel to serve as field supervisors on the basis of the qualifications set forth on page one herein. The Agency accepts its responsibility in maintaining an educational program of quality including the provision for adequate instructions and a minimum of one hour per week of supervision for a field student.
4. The student's qualifications and educational objectives will be considered by the student, field supervisor, and field faculty early in the placement. Information regarding specific difficulties and special needs will be mutually shared.
5. The Agency will permit student use of facilities necessary for successful completion of assignments, including office space, access to a telephone, office supplies, and access to client and agency records appropriate to the learning experience.
6. The withdrawal of a student from the Agency for reasons of health, performance, or other reasonable cause should be preceded by a process of discussion and negotiations between the field supervisor, student, and field faculty member. When consensus cannot be reached, the field director may make the determination to place the student at another agency setting or take other appropriate action with the student. Upon exigent circumstances, the student's withdrawal by the Agency or Program may precede discussion between the field supervisor, student, and field faculty member.
7. The student is expected to follow the University calendar regarding holidays, spring and fall breaks, and exam schedule. Other holidays observed by the Agency will be observed by the student.

8. It is understood that the student is not an employee of the Agency, and will therefore not be eligible for fringe benefits or compensation except for reimbursement of expenses incurred as a part of the learning experience when available. Consistent with the social work field manual policy, a student may be an employee of the Agency and be granted, upon approval of the field director, a field placement at the same Agency if placed in a different setting with a different field supervisor. When available, educational stipends are permitted.
9. The field supervisor will submit progress reports and student field assessments as required by the Program. A liaison visit to the Agency by the field faculty member will be arranged each semester and at such other times as may be necessary. A field student's final grade will be determined by the field faculty member after reviewing the field supervisor's student assessment and other data from the field seminar course.
10. The term for this Agreement is one year from the date this contract was fully executed below. This agreement is self-renewing from year to year as of the entry date. However, this agreement may be terminated by either the Program or the Agency by the submission of written notice of the intent to terminate and the termination date.
11. Both the field faculty and the field director are employees of the University.
12. The provisions of this agreement shall be interpreted according to the laws of the Commonwealth of Kentucky.

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**Agency Director**

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Date

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BSW Field Director or  
MSW Field Director  
Northern Kentucky University

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Date

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School Director  
School of Social Work  
Northern Kentucky University

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Date

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Dean  
College of Health & Human Services  
Northern Kentucky University

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Date

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Vice Provost  
Northern Kentucky University

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Date