

Memorandum of Agreement

between

Virginia Commonwealth University

School of Social Work

and

(Agency)

(Address)

(City)

(State)

(ZIP code)

The School of Social Work of Virginia Commonwealth University (hereinafter “School”), by the signing of this agreement, designates

(hereinafter “Agency”), as an approved setting for Field Instruction in the School’s programs of education for social work.

By signing this agreement, both the School and the Agency commit themselves to cooperative efforts, as described below, in the provision of Field Instruction to students of the School and agree to adhere to the policies and procedures delineated in the VCU-School of Social Work Field Manuals.

This agreement becomes effective on _____ (date), remains in (Date) force for a period of one year, and renews itself annually unless either the School or the Agency requests modification or termination. Amendments must be agreed to in writing and signed by both parties.

The VCU School of Social Work Agrees to:

1. Consider the Agency as a partner in the Field Instruction program and to work with relevant Agency staff in order to further the goals of the curriculum.
2. Take responsibility for decisions regarding appointment of Agency nominated staff members to the School’s Field Instruction faculty.
3. Maintain responsibility for the administration of the Field Instruction program, including decisions which affect the progress of the student, such as grades, credits, and Field Instruction hours in the Agency.
4. Assume responsibility for the selection of students to be placed at the Agency.
5. Provide the Agency students’ names and contact information of those who were selected for placement in the Agency.
6. Provide consultation to the Agency executive, Field Instructor(s), and other appropriate staff in the general development of its Field Instruction program.
7. Provide a designated member of the faculty to serve as Faculty Field Liaison to the Agency in matters pertaining to Field Instruction. This Faculty Field Liaison will:
 - a. Serve as principal liaison between the School and the Agency;
 - b. Make periodic visits to the Agency to review student progress and consult with the Field Instructor on ways to facilitate student learning or to handle problems;
 - c. Be available to the Field Instructor for immediate consultation when requested;
 - d. Share with the Field Instructor knowledge of the educational program of the School and pertinent information about student progress in other areas of the curriculum.

8. Provide opportunities for professional development of the Field Instructor(s) and other appropriate members of the Agency staff through provision of meetings, institutes, and seminars.

The Agency Agrees to:

1. Accept students for placement in the Agency, the exact number to be negotiated annually by the Agency and the Director of Field Instruction.
2. Accept students without regard to race, ethnic origin, gender, sexual orientation, age, religion, or disability.
3. Provide educationally sound Field Instruction placements consistent with the program and level of students accepted for placement.
4. Include the student as a participant in Agency programs and activities, as appropriate.
5. Help implement the school's objective that Field Instruction provide opportunities for students to gain new knowledge and understanding in all areas of the curriculum.
6. Provide qualified Field Instruction for student(s) by designating those persons who will serve as Field Instructors subject to the evaluation and approval of the School.
7. Assure that each Field Instructor will:
 - (a) Meet the educational needs of the student, through the following activities: orientation to the Agency and its services; development of learning opportunities appropriate to course learning objectives, which have depth and variety; preparation for conferences with the student; and regularly scheduled, weekly, individual conferences with the student;
 - (b) Meet with the Faculty Field Liaison at periodic intervals to discuss learning opportunities and student performance;
 - (c) Attend required Field Instruction training as well as appropriate School sponsored meetings, institutes and,
 - (d) Prepare reports and evaluations as required by the School and described in the Field Instruction Manual.
8. Prepare students in whatever way necessary to maximize their safety in the learning environment, including in the Agency, in the community and with the client population(s) served.
9. Permit the use of its facilities by students during the period of placement, including:
 - a. Appropriate space for students, including a desk for each student in an area sufficiently private for carrying on independent work and activity;
 - b. Space, on a regular or as needed basis, in which privacy for interviews and conferences can be assured;
 - c. Convenient access to a telephone;
 - d. Office supplies needed in the performance of responsibilities;
 - e. Clerical service for those records and reports which are produced for the Agency; and
 - f. Access to client and Agency records appropriate to the learning experience.
10. Allow students to share with the Faculty Field Liaison appropriately disguised case materials which are relevant to the student's learning.
11. Advise the Faculty Field Liaison of changes in Agency policy and/or service.
12. Cooperate with the School in the use of Agency materials for classroom discussions and assignments, based on the understanding that the School requires students to obtain permission of the Field Instructor for any outside use of Agency materials; that records must never be removed from the Agency; and, that all case material used for papers must be adequately disguised.
13. Provide for student travel **on behalf of clients** by (please check those which apply):
 - () Use of Agency cars;
 - or
 - () Reimbursement for use of his/her private car at the minimum rate of \$_____ per mile, the mileage rate to be adjusted to the prevailing Agency rate in case of its increase;
 - or

() Payment of an agreed amount, \$_____ per _____ (Period) to cover this expense;

or

() Other as described herein: _____

14. Provide for other educationally related student expenses, as indicated below:

() Financial assistance to defray cost of travel to and from the Agency at \$ _____ per _____ (Mile or Period)

() Lodging, as described: _____

() Meals, as described: _____

() Other, as described: _____

() No additional expenses

15. The parties understand and agree that no employment relationship is created or intended by Agency's compliance with items one (1) through fourteen (14) above.

16. Insurance coverage

The Commonwealth of Virginia, its Agency's institutions, and employees are covered by a self insured plan based on a comprehensive general liability manuscript form as authorized by the Code of Virginia, section 2.2-1837. Claims made against the Commonwealth of Virginia (not employees or agents) are subject to the Code of Virginia, section 8.01-195.1 et. seq. (Virginia Tort Claims Act). The School, its agents and employees are also insured for medical malpractice liability. Both coverages respond only to those activities directly related to employment or assigned classroom duties or instruction.

17. NOTICE: Any communications or correspondence pertaining to this Memorandum of Agreement should use the following form.

For VCU School of Social Work:	For: _____ Name of Agency
Signed: _____ Dean, School of Social Work Date: _____	Signed: _____ Name of Administrator* _____ Title of Administrator
Signed: _____ Director of Field Instruction School of Social Work P.O. Box 842027 Richmond, VA 23284-2027 (804) 828-0708	_____ Address _____ Telephone Number
_____ E-mail Address	_____ E-mail Address
Date: _____	Date: _____

* This contract must be signed by an agency administrator, e.g., Executive Director, Director of Training, etc.