

APPENDIX E



FIELD PLACEMENT AGREEMENT

**Andrews University
Department of Social Work
Field Placement Agreement**

THIS AGREEMENT, made and entered into by and between Andrews University, a Michigan nonprofit educational corporation of Berrien Springs, Michigan, hereinafter referred to as the “University,” and, FIELD(Agency Name) of, FIELD(Address), FIELD(City, State, Zip) herein after referred to as the “Agency,” Witnesseth:

WHEREAS, the University is conducting social work educational programs in Berrien Springs, Michigan, requiring field educational agencies for the purpose of providing field experience to its students, and

WHEREAS, the Agency recognizes the need for and desires to aid in social work education and is willing to make its facilities available to the University’s social work students for such purposes.

NOW THEREFORE, in consideration of the mutual covenants continued herein, the parties here do agree as follows:

I. THE AGENCY AND THE UNIVERSITY MUTUALLY AGREE:

1. To establish, in advance, the number of students who will participate in the field education program and the length of the respective field experiences.
2. To appoint an agency field instructor to be responsible for the field education. There will be an Agency field instructor with a Master’s of Social Work degree and with two years of experience who will provide weekly supervision (for MSW students) or an approved related professional cleared by the Director of Field (BSW only). A task supervisor may oversee the daily tasks of the student(s). The MSW field instructor is ultimately responsible for the educational experience.
3. That each student shall comply with the Agency’s policies and procedures including policies on confidentiality of patient information. The Agency reserves the right to refuse access to and/ or remove from its field areas any student who does not meet the Agency’s standards and policies. No action will be taken by the Agency until the grievance against the student has been discussed with the University’s Director of Field unless the student’s behavior poses an immediate threat to the effective delivery of social work services to the Agency’s clients.
4. To remain responsible for the acts of their respective employees and agents.
5. To notify the other party if one party becomes aware of a claim asserted by any person which arises out of or appears to arise out of this agreement or any activity

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carried out under this agreement.

6. That the Agency maintains administrative and professional supervision of University students insofar as their presence effects the Agency's operation and the direct or indirect care of the Agency's clients.
7. That the parties will not discriminate on the basis of race, color, sex, creed, age, disability, marital status, height, weight, or national origin regarding the student's educational or field experience.
8. That University students and faculty are not the agents, representatives, or employees of the Agency and will not represent themselves as such.
9. The University agrees to indemnify and save harmless the Agency and its agents and employees from any liability or damages the Agency may suffer as a result of claims, costs, or judgements, including reasonable attorney's fees, against it arising out of acts or omissions of the University.
10. The Agency agrees to indemnify and save harmless the University and its agents and employees from any liability or damages the University may suffer as result of claims, cost, or judgements, including reasonable attorney's fees, against it arising out of acts or omissions of the Agency in operating the field program covered by this agreement. The Agency agrees to give the University notice in writing within thirty (30) days of any claim made against it on the obligations covered hereby.
11. That the Agency shall remain solely responsible for the client.
12. That each party shall carry professional liability or self-insurance with minimum liability limits of \$1 million per claim and \$3 million for suits and claims that may be asserted for any professional liability claim arising out of any service rendered pursuant to the agreement. Each party shall, upon request, furnish the other party with evidence of such coverage.
13. That students will be responsible for all personal expenses including meals, lodging, and transportation unless provided by the Agency.
14. Modification of any term or provision of this agreement will not be effective unless in writing with the same degree of formality as this agreement. The failure of either party to insist upon strict performance of any of the provisions of this agreement shall constitute waiver of this provision only and not of the entire agreement.

II RESPONSIBILITIES OF THE AGENCY:

In addition to other provisions in this agreement the Agency specifically agrees as follows:

1. To provide a two-year post-MSW Field Instructor(s) or task supervisor(s).
2. To provide a qualified field instructor who has sufficient time and resources to develop the student's learning experiences.
3. To provide practice experiences as defined in the students learning plan.
4. To provide students access to a broad range of experiences including individual, family, group, organization, and community.
5. To provide adequate office space, clerical support, and when possible, travel reimbursement for the student in conjunction with work responsibilities.
6. To provide access to technical support and information for student's agency-based research projects.
7. To arrange for emergency medical care for students, at the students expense.
8. To inform the student of the agency's policies regarding dress and appearance.

III RESPONSIBILITIES OF THE UNIVERSITY:

In addition to other provisions in this agreement the University specifically agrees as follows:

1. To match students interests/abilities with an appropriate practice setting.
2. To coordinate training and orientation.
3. To assign faculty liaison to agencies.
4. To mediate concerns and problems related to practicum instruction.
5. To foster a collaborative climate with the agency.
6. To provide objectives and guidelines that direct the field experience
7. To ensure that students possess health insurance either through the University or an individualized policy.

IV TERM AND TERMINATION:

This agreement will be effective as of the date signed by both parties and will continue in effect until terminated upon written notice by either party. The notice of termination required by this clause shall be sent by certified or registered mail.

IN WITNESS WHEREOF, the parties have executed this agreement and warrant that they are officially authorized to so execute for their respective parties of this agreement.

The Agency

The University

FIELD(Agency Name)

ANDREWS UNIVERSITY

By: _____

By: _____

Date: _____

Date: _____

Title: _____

Title: President

By: _____

By: _____

Date: _____

Date: _____

Title: _____

Title: Secretary

Reviewed and approved:

Chair of the Social Work Department

Date: _____

Director of Field

Date: _____