AFFILIATION AND PRACTICUM PLACEMENT AGREEMENT
BETWEEN THE
SCHOOL OF SOCIAL WORK
EASTERN WASHINGTON UNIVERSITY
AND

Agency Name
Phone
Fax
Agency Address
City State Zip

This agreement is established between the School of Social Work at Eastern Washington University (hereinafter referred to as "SSW") and the above-mentioned agency (hereinafter referred to as the "Agency") for the purpose of cooperation in providing practicum placements for students of the University. Practicum placements serve as an educational experience for students, and enhance Agency services.

This agreement entered into this day

By and between SSW and the Agency, terminates on this day

MUTUAL RIGHTS AND RESPONSIBILITIES

There will be no discrimination with regard to race, creed, gender, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran, in the selection, assignment, and education of the students.

1. Autonomy of SSW and the Agency will be observed at all times.

2. Visits by SSW staff to the Agency for the purpose of planning and evaluating the program, discussing student performance, and arranging for additional educational experiences will be welcome.

3. There shall be no exchange of funds between SSW and the Agency.

4. Students shall be required to follow all rules, regulations, and procedures of the Agency as required of Agency employees; these rules, regulations, and procedures shall be made available to the student through the Agency's assigned supervisor.

5. Each party to this agreement shall be responsible for damage to persons or property resulting from negligence on the part of itself, its employees, its agents, and its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this agreement. Students are not employees or agents of SSW.

RESPONSIBILITIES OF THE AGENCY

1. The Agency has the right to interview and approve students proposed for placement consistent with Agency and SSW policies with regard to nondiscrimination.
2. The Agency will designate a qualified person (post-two-year MSW) to be the agency supervisor, also referred to as Agency Field Instructor (AFI), with responsibilities as may be mutually agreed upon between the Agency and SSW.

3. The Agency may not change the designated supervisor without the agreement of the Office of Field.

4. The Agency will provide an orientation for the student covering rules, regulations, procedures, facilities, and equipment of the Agency.

5. The Agency understands that the placement of practicum students is designed primarily to develop skills in the student and secondarily to enhance the Agency services.

6. The Agency will provide meaningful tasks for the student to test and develop skills and knowledge, appropriate to the student's educational level.

7. Assigned tasks will provide the opportunity for the student to:
   - Work with various staff members within the Agency.
   - Work with significant outside resources and clientele that the Agency serves.

8. The Agency will assign increasingly complex tasks as the student gains confidence and competence.

9. The Agency will provide necessary facilities and supplies to enable the student to handle assignments, including an Agency vehicle or mileage if travel on agency business is expected of the student.

10. The Agency agrees that all students' work will be directly supervised.

11. The Agency will give the student time off to attend all mandatory field seminars with the understanding practicum field hours will be made up.

12. The Agency may request the withdrawal of the student from the Agency. Procedures for withdrawal shall follow those listed in attachment 1.

**RESPONSIBILITIES OF SSW**

1. SSW assumes responsibility for the academic preparation of students and guarantees that each student shall have satisfactorily completed such preparation prior to being assigned to the practicum.

2. SSW will provide information regarding a student's level of preparation and prior experience and will provide access to materials for the evaluation of the student.

3. SSW shall appoint a faculty field instructor (FFI) to act as a liaison between the parties to this agreement and to arrange the schedule of student assignments in cooperation with the Agency.

4. SSW will provide practicum seminars during field placement for the student.

5. SSW retains the responsibility for the determination of a student's final grade for the practicum.
6. SSW does not carry insurance to cover health or accident coverage for students, and assumes no responsibility for the practice of the agency or student.

7. SSW may withdraw the student from the Agency. Procedures for such withdrawal shall follow those listed in attachment 1.

8. In order to be placed in practicum, all students will purchase professional liability insurance through the university. The professional liability insurance coverage is in the amount of $1,000,000 per occurrence.

**Attachment 1. Changes in Practicum Placements or Removal from Practicum**

Changes in practicum placements may be made at any time and may be requested by the student, School of Social Work, or agency. Changes are serious for it disrupts the student's learning.

In fairness to students and agency personnel, the School of Social Work believes most practicum problems offer the potential for resolution. Therefore, a concerted effort will be made to discover and assess problems at an early date, seek to resolve problems, and retain the placement before a change is contemplated. The Faculty Field Instructor (FFI), Agency Field Instructor (AFI) and student should meet to attempt resolution of difficulties. If this situation cannot be resolved or is so serious that it requires immediate action, then the Director of Field should be notified immediately.

**Reasons for Practicum Removal**

**Student Request:** A student might request a practicum change or removal for personal reasons (e.g. health, financial or other personal concerns that make it impossible for a student to complete a particular practicum), for professional reasons (e.g. core competencies cannot be met in the assigned agency or the agency, cannot meet expected agency responsibilities as stated in policy 4.5.2). In either case the student should first discuss such concerns with the FFI. The FFI, AFI and the student should meet together in an attempt to resolve the difficulties. If the difficulties cannot be resolved, the student should then provide a written request for removal and/or agency change. If an agency change is requested, the student must include a statement of core competencies that the student cannot be met at the present agency, and a plan outlining how the practicum can be successfully completed at a second agency.

**FFI or the Director of Field:** The FFI or the Director of Field may request the removal of a student from an agency or from the practicum program. This request may be made to enable the School to provide a quality field experience to the student in another placement if learning goals are not being met. Other reasons for removal might include the agency's inability to fulfill agency responsibilities as stated in this contract, or the student's inability to meet either the agency's or the School's requirements (e.g., failure to work cooperatively with the agency supervisor, or failure to complete a learning agreement or to attend seminars.)

**Agency Request:** The agency may request removal of a student. This may occur if the agency becomes unable to provide a quality field experience meeting the School's requirements, if problem resolution attempts are unsuccessful, or if a student is unable to meet agency requirements (e.g., confidentiality, or inappropriate behavior with a client). The agency supervisor should first discuss their request with the FFI.

All requests for change of practicum should be given to the Director of Field, who will work with the student, FFI and AFI to establish termination procedures and implications, if any, for the student's status in the program.

**Issues of student performance**

The FFI is responsible for written documentation of any student or agency problems that may result in potential change of practicum. In any situation of potential discontinuance of a student for academic or nonacademic reasons, there should be clear documentation of the problem areas as well as verification that the School has discussed these with the student and attempted to ameliorate them. Documentation must specify dates and content of meetings with the student, including verbal and written notification of problems. Documentation must specify attempts made to rectify any problems and any meetings with the FFI, Director of Field and AFI.

When rating a student, the criteria used should be clear to the student. Any reasons for rating a student low in particular categories of behavior should be clear (stated in behavioral terms) and should be discussed with the student. A corrective action form should be completed and signed by the AFI, FFI and student acknowledging what behavior will need to change in order for the student to continue at the agency.
This agreement may be modified at any time by mutual consent of the parties. The agreement may be terminated at any time by mutual consent or by failure of any party to fulfill its responsibilities.

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<tr>
<th>AGENCY REPRESENTATIVE</th>
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<tr>
<td>EWU REPRESENTATIVES</td>
<td>SIGNATURE</td>
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<tr>
<td>LISA PARISE, MSW</td>
<td>SIGNATURE</td>
<td>NAME</td>
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<tr>
<td>LINDSAY MCKAY</td>
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To qualify as a agency field instructor for School of Social Work at EWU, a person must have the BASW (for BASW students only) or MSW degree from an accredited school of social work, two years of post-master’s agency-based work experience, competency in the area of practice which they will supervise, and the ability to allocate time to field instruction. Any exceptions to these requirements must be made with the expressed permission of the Director of Field Education. Volunteer experience in a social service agency maybe considered as work experience.