

## **SOCIAL WORK FIELD INSTRUCTION MEMORANDUM OF AGREEMENT**

This agreement between the University of Tennessee on behalf of its College of Social Work (the “College”) and \_\_\_\_\_ (the “Agency”) will be effective as of \_\_\_\_\_. This agreement is renewed automatically unless there is notification in writing by either party.

### **The College and Agency agree to the following:**

1. The purpose of this understanding shall be to establish an affiliation between the College and the Agency to provide field instruction for social work students as part of the social work M.S.S.W. and/or B.S.S.W. degree programs of the University of Tennessee College of Social Work.
2. The College and the Agency will not discriminate on the basis of race, color, religion, sex, marital status, parental status, sexual orientation, gender identity, national origin, disability, age, genetic information, veteran status or any other characteristic protected by federal or state law.
3. The determination of the number of students, their schedules, and the availability of the Agency shall be made by mutual agreement between the designated representatives of the College and the Agency.
4. The College or Agency may request withdrawal of any student whose performance record, conduct, etc. does not justify continuance in field instruction at the Agency.
5. The College and the Agency understand that it shall be the student’s responsibility to provide transportation to and from the Agency for their assignments.
6. The College and the Agency understand that the educational competencies of the College as contained in the College’s Field Practice Manual constitute the expectations for the student’s learning. Both parties understand that the field practice assignments for the student shall complement the service and educational activities of the Agency.
7. (Applies to senior placements with BSSW honors students only) One of the field practice assignments is a research project, consistent with the agency’s needs that the student will conduct at the agency and the results of which will be presented in poster form at the Exhibition of Undergraduate Research and Creative Achievement at the University of Tennessee. The agency hereby gives permission to the student to present the results of this research project at the Exhibition. The identity of your agency will not be revealed.
8. The College and the Agency understand that students shall not be used in lieu of professional staff personnel and shall be under the instruction/supervision of Agency M.S.S.W. and/or B.S.S.W. field instructors and task instructors mutually chosen by the College and the Agency.
9. In addition to and not contrary to the terms of this agreement, the College and Agency concur that the policies and procedures for field instruction as contained in the College’s Field Practice Manual constitute the working understanding for field practice and for the responsibilities of the College, Agency, and Student.
10. The College is subject to the Family Education Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and related regulations of the U.S. Department of Education (34 C.F.R. Part 99) regarding access to and privacy of certain

student records. The Agency shall be responsible for complying with these requirements to the same extent as the College. Please refer to <http://ferpa.utk.edu>

### **Responsibilities of the College**

1. The College shall send the Agency only students who are able to undertake the requirements of the assignments.
2. The College shall send the Agency only such students who have completed appropriate academic education and are ready for field practice.
3. The College shall make available to its students' informational materials with respect to learning experiences that can be provided by the Agency.
4. The College shall require students to carry professional liability insurance provided through the UT Office of Risk Management.

### **Responsibilities of the Agency**

1. The Field Instructor will provide a minimum of one hour of individual supervision per week for each student.
2. The Agency agrees to make available emergency care and first aid for illnesses or accidents occurring on the premises. All medical and dental costs are the responsibility of the student.
3. The Agency agrees to submit to the College regular written evaluations of each student's progress based on his or her performance during the field placement as stipulated in the Field Practice Manual and by the dates indicated on the College Calendar or other communications by the Field Coordinator.
4. The Field Instructor agrees to attend field instructor seminars sponsored by the College unless extenuating circumstances prohibit attendance.
5. If applicable, the Agency agrees to continue its accreditation/certification by the appropriate agencies:

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### **The College agrees to inform each student of the following responsibilities:**

1. Each student shall conform to the Agency's holiday schedule and the College's annual calendar.
2. Students shall abide by the Code of Ethics of the National Association of Social Workers.
3. The College's expectations is that students are to conduct themselves as professionals in all of their interactions at the Agency.

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Agency Administrator/  
Program Director

Date

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Dean of the UT College of Social Work/  
Budget Director

Date