MEMORANDUM OF AGREEMENT

between

DEPARTMENT OF SOCIAL WORK

and

____________________________________

The Department of Social Work, Delaware State University, by the signing of this agreement, designates ___________________________________________ as an approved setting for field instruction in the Department program of baccalaureate and graduate programs.

By the signing of this agreement both the Department and the Agency commit themselves to cooperative efforts, as described below, in provision of the field instruction to students of the Department.

This agreement becomes effective on___________________________________, remains in force for a period of one year, and renews itself annually unless either the Department or the Agency indicates a need for review or change. Minor adjustments may agreed upon by completing the Attachment to Memorandum of Agreement, which should then be attached to each copy of this document.

The Department of Social Work agrees to:

1. Seek and use when appropriate the perceptions and recommendations of the Agency in all matters concerning its field instruction program.

2. Carry final responsibility for the administration of the field instruction program, including decisions, which affect the progress of the student such as grades, credits, and hours of field placement in the Agency.

3. Assume responsibility for the selection of students to be placed at the Agency.
4. Ensure that students entering placement are prepared academically with the required courses for placement;

5. Provide a designated number of the faculty to serve as Field Work Coordinator whose responsibilities include:
   a. Provision of consultation to the Executive Director, Agency Field Instructor(s) and other appropriate members of the Agency in the general development of its field instruction program.
   b. Provision of opportunities to professional development of Agency Field Instructor(s) and other appropriate members of the agency staff through meetings, institutes, seminars, etc.
   c. Provision of inputs that will make academic content relevant to field placements.

6. Provide a designated member of the faculty to serve as Faculty Field Instructor to the Agency in matters pertaining to field instruction. Responsibilities include:
   a. Serving as principal liaison between the Department and the Agency.
   b. Making periodic visits to the Agency to review student progress and consult with the Agency Field Instructor on learning patterns of problems.
   c. Availability to the Agency Field Instructor for consultation, when requested.
   d. Sharing with the Agency Field Instructor knowledge of the educational program and pertinent information about student progress in other areas of the curriculum.
   e. Provisions of inputs that will help the student integrate academic content with field learning.
   f. Assisting in helping students design and meet placement requirements.
   g. Provision of opportunities (with Field Work Coordinator) for professional development of the Agency Field Instructor(s) and other appropriate members of the Agency staff through meetings, workshops, seminars, etc.
h. Attend appropriate Department-Sponsored meetings, institutes and seminars.

i. Preparing reports and evaluations as required by the Department of Social Work and described in the Field Work manual.

**The Agency agrees to:**

1. Provide an opportunity for planned student contact with Agency staff members, in addition to the Agency Field Instructor(s) through whom appropriate learning opportunities can be provided. Assure students are afforded an opportunity to apply skills with actual clients/consumers through the agency process.

2. Permit use of its facilities, as indicated, by student of the Baccalaureate/Graduate Social Work Programs during the period of placement, including:

   a. Sufficient space, including a desk for each student in an area sufficiently private for carrying on his/her independent work and activities.

   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, as needed, in the performances of responsibility.

   e. Clerical service to establish and maintain those records and reports for which the student is responsible.

   f. Access to client and agency reports appropriate to his/her planned learning experience.

3. Provide access to agency records of cases carried by students to Faculty Field Instructor.

4. Insure that the Faculty Field Instructor is advised of policy and service changes and developments for possible inclusion in the curriculum of the Baccalaureate and/or Graduate Social work Program.

5. Cooperate with the Baccalaureate and/or Graduate Social Work Program to utilize Agency materials in classroom discussions and assignments.
This cooperation is with the understanding that the Baccalaureate and/or Graduate Program requires of the student that permission of the Agency Field Instructor must always be obtained for outside use of Agency materials; and that all case material used for papers must be redacted or adequately disguised to assure confidentiality.

6. Provide all student travel on behalf of clients or related agency work by:

[ ] Use of Agency car;

[ ] Payment of an agreed amount, _____________ per __________;

[ ] Reimbursement for use of the student’s 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;

[ ] Other, as described herein: _________________________________

7. The agency will/will not (circle correct term) provide for other educational or related expenses. If “will” is indicated, outline provision or reimbursement policy below:

8. The Agency/Organization is not responsible for reliability liability or for medical care coverage during the period of the student’s enrollment at Delaware State University.

Director of Field Education Signature___________________________________________

Agency Director, CEO or authorized signature____________________________________