



AFFILIATION AGREEMENT

Between

Metropolitan State University of Denver, Department of Social Work
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And

Agency Name _____
Address _____
Contact Person _____
Phone # and email _____

**Agreement to Provide Field Work for Social Work Students
and Description of Responsibilities**

This agreement outlines the basic guidelines for the provision of an educationally focused field work experience for undergraduate and graduate social work students. The field work sequence plays a unique role in the educational curriculum, providing the opportunity for students to gain practical experience in providing social work services and treatment to client groups served by a wide variety of social agencies. This agreement is valid from the date signed until either party gives notice that it will be terminated. Notice must be given in writing, with 90 days courtesy notice. Students already placed at the agency must be able to complete assignments at the agency when possible.

The participating community agencies, the students and the University are engaged in a mutually beneficial partnership in the provision of field work experiences. Within the framework of this partnership, each participant has specified responsibilities and obligations. The coordination of the participants and the adherence to responsibilities are crucial to the successful operation of the entire program.

Field Instructors for Master of Social Work (MSW) students must have the MSW degree. Bachelor of Science in Social Work (BSSW) students may have either MSW or BSW degreed field instructors. In some situations it may be arranged to have supervision conducted by a combination of direct/task supervisors with other credentials and field instructors with the social work degree. Field instructors must have a minimum of one year of experience with two years preferred.

Agreement Period

This Agreement shall become effective on _____, or the date it is signed by both parties,

whichever is later (the “Effective Date”), and shall automatically renew each year upon the anniversary of the Effective Date unless terminated pursuant to the terms of this Agreement.

Responsibilities of the University

- A. Provide clear expectations and procedures for the implementation of the field work program.
- B. Provide an orientation to the Social Work Program policies, procedures and philosophy.
- C. Maintain ongoing, formal communication and linkages with community agencies participating as field work sites.
- D. Provide a faculty field liaison to each agency, who will serve as the major link between the agency, the field instructor, the student, and the University.
- E. Provide orientation to field instructors around issues of field instruction, supervision, learning contract, evaluation, and other relevant issues.
- F. Provide ongoing support and assistance to the field instructors to enhance the provision of an educationally focused field work placement.
- G. Provide secure on-line communication, for confidential client related communication in on-line classes (www.msudenver.edu/privacy.htm).
- H. MSU Denver and its agents, students, faculty, representatives and employees agree to keep strictly confidential and hold in trust all confidential information of the Facility and/or its patients and not disclose or reveal any confidential information to any third party without the express prior written consent of the Facility. Unauthorized disclosure of confidential information shall be a material breach of this Agreement and shall provide the Facility with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to MSU Denver. The parties understand that MSU Denver is subject to the Colorado Public Records Act, and agree that compliance with that Act is not a breach of this agreement.
- I. MSU Denver agrees to comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d through d-8 (“HIPAA”), and the requirements of any regulations promulgated thereunder including without limitation the federal privacy regulations as contained in 45 C.F.R. Part 164 (the “Federal Privacy Regulations”) and the federal security standards as contained in 45 C.F.R. Part 142 (the “Federal Security Regulations”)

Responsibilities of the Field Directors

- A. Assume overall responsibility for the development and administration of the field program.
- B. Review agencies interested in participating with the Social Work Program as a field agency.
- C. Designate agencies in which students will be placed for field experiences.
- D. Develop policies and procedures to guide the field sequence in an educationally sound manner, and share with participating agencies these policies, procedures and guidelines.

- E. Select students for placement in agencies based upon the learning objectives of the students, and the experiences the agency has to offer. Students will complete an interview with the prospective field agency before finalizing the placement agreement.
- F. Conduct orientation sessions and field instruction meetings for field instructors.

Responsibilities of the Faculty Field Liaison

- A. Visit assigned students and field instructors in their agency setting, or conference through alternative technology, to provide ongoing consultation and collaboration, and to enhance the effectiveness of the field experience and its integration with classroom learning.
- B. Participate in field instructor meetings and advisory board meetings to enhance the level and consistency of the field program.
- C. Assign the course grade for field, in consultation with the agency field instructor, based upon the evaluation prepared by the field instructor and the students' participation in the field seminar.
- D. Review the individual learning activities that are provided in the agency for each student.
- E. Teach the field seminar with a group of assigned students, focusing on the goals, objectives and course content areas of the seminar.
- F. Oversee student progress in field, and provide consultation or other assistance to the student and field site as necessary.
- G. Work with the field instructor and student, to attempt to resolve problems, potential difficulties or concerns.
- H. Keep the field director apprised of problems, potential difficulties or. Initiate student performance reviews where necessary.
- I. Evaluate assigned placement settings at the end of the placement period, making recommendations as to continued use of the setting.

Responsibilities of the Agency

- A. Accept and cooperate with University and Social Work Department policies and guidelines.
- B. Accept and evidence commitment to the educational objectives inherent in the field curriculum, including the understanding that agency and client information will be used in class, without identifying information, for educational purposes.
- C. Provide appropriate office space, telephone access, supplies and other necessary materials to enable a student to function effectively.

- D. Designate qualified field instructors. MSW students must have field instructors with the MSW degree. BSSW students may have either MSW or BSSW degreed field instructors. In some situations it may be arranged to have direct/task supervisors with other credentials and field instructors with the social work degree. Field instructors must have a minimum of one year of experience with two years preferred. Variations may be considered on individual basis, in accordance with Program policies.
- E. Modify the schedules of any employee selected to be a field instructor to assure that adequate time is available for teaching and student supervision activities, including meetings at the College.
- F. Provide any needed assistance to the field instructor in developing appropriate learning experiences within the agency.
- G. Provide oversight and approval for the student to conduct a practice evaluation project or research project within the agency involving agency clients, records and resources, with the understanding that full informed consent procedures established by the Metro State University Human Subjects Committee/Institutional Review Board will be used (<http://www.msudenver.edu/irb/>).
- H. Adhere to policies and practices reflecting nondiscrimination applied to clients, staff and students. This includes understanding that the agency must screen students, and that information related to the Americans with Disabilities Act, Civil Rights Laws, or other rights to privacy are held confidential by the agency and by Metropolitan State University of Denver (www.msudenver.edu/privacy.htm).
- I. Provide clear guidelines as to insurance coverage provided or required for the use of the student's personal car for transporting clients and other agency business.
- J. Inform the Social Work Department of any change in administration of the agency that would affect the field placement program.
- K. If applicable, the agency will notify the student of any requests for evidence of immunizations. The student is responsible for providing evidence to the agency of any required immunizations
- L. Adhere to the Problem Resolution and Student Support process to terminate a student, located in the Field Manual, on the Social Work website. Agency reserves the right to terminate student outside of these parameters should unresolvable issues occur.

Responsibilities of the Field Instructor

- A. Provide an agency orientation to the student at the beginning of the placement period.
- B. Develop a schedule of learning activities (Learning Contract) in conjunction with the student during the assigned initial period of the placement.
- C. Provide educationally focused experiences and opportunities for student learning. For BSSW and MSW 1st year students, experiences will reflect a range of social work tasks and activities with diverse populations at risk, at the micro, mezzo and macro system levels. For MSW 2nd

year students, experiences will be appropriate to the Individual and Family or Macro educational track.

- D. Accept and evidence commitment to the educational objectives inherent in the field curriculum, including the understanding that agency and client information will be used in class, without identifying information, for educational purposes.
- E. Complete and submit a mid-term evaluation each semester, and a written evaluation at the end of each semester, outlining student progress and further learning goals and needs.
- F. Meet with the faculty liaison as scheduled during the placement period to assess student progress and coordinate learning experiences. In the case of distance sites and inclement weather, these may be by phone or video conference.
- G. Provide a minimum of 1 hour per week of individual supervision for each student placed in the agency and provide for ongoing consultation and/or supervision as needed.
- H. Be available in the agency during the field work hours when the student is present, and insure that appropriate alternate supervision is available if called away.
- I. Maintain communication with assigned faculty liaison regarding student performance, potential difficulties, areas of concern, or changes in the agency, which impact the field experience.
- J. Attend field instructor orientation and field instructor meetings at the campus.
- K. Attend other field related activities throughout the year whenever possible.

Responsibilities of the Student

- A. Accept and abide by policies and guidelines established by the agency. This includes agency and client confidentiality, agency hours of operation, documentation requirements, participation in agency meetings, and other requirements specific to the agency.
- B. Accept and abide by policies and guidelines established by the Social Work Department for an educationally focused field experience.
- C. Accept and abide by the National Association of Social Workers Code of Ethics while in placement.
- D. Participate actively in the educational experience of field by developing learning experiences and activities, preparing for, and participating in, weekly supervision conferences, participating in the field seminars, completing assignments, and participating in evaluation conferences with the field instructor and faculty liaison.
- E. Behave and appear in a responsible professional manner, consistent with social work standards, values and ethics, in your interactions with clients, colleagues and the community.

- F. Review agency policy and your own car insurance, regarding use of your personal car for agency business, including transportation of clients, and maintain appropriate automobile insurance.
- G. Know and follow appropriate workers compensation procedures in case of injury in placement.
- H. Provide for continuity of services during university holiday periods, keeping to the obligations and values inherent in the ethical practice of professional social work. Students should discuss scheduling with the field instructor to assure continuity of services to clients.
- I. Obtain prior written consent from agency before initiating any research related to work being done at agency

Insurance and Coverage.

- A. At all times during the term of this agreement, MSU Denver will maintain in force and effect policies requiring each and every registered student and employee to be covered by a policy of health insurance. In addition, MSU Denver will make demonstrated compliance with this health insurance requirement a prerequisite for each Student and Employee's participation in the Program.
- B. At all times during the term of this agreement MSU Denver will comply with the Colorado Workers Compensation Act with respect to students and faculty participating in the program.
- C. At all times during the term of this agreement, MSU Denver shall provide Students and Faculty Members who participate in the program with coverage against liability for their covered acts and omissions through the Colorado Risk Management Division, pursuant to section 24-30-1501 CRS, et seq. and in accordance with the provisions of the Colorado Governmental Immunity Act, section 24-10-101 CRS, et seq. Any material adverse changes in those laws after execution of this agreement shall be cause for immediate termination of the program.
- D. No term of this agreement shall be construed as either: (1) a waiver of sovereign immunity by the College or the state of Colorado; or (2) an acceptance of the Colorado governmental immunity act as constitutional or a waiver of claims against the state based upon any theory of liability.
- E. MSU Denver warrants and represents that it is an entity covered by the State of Colorado's self-insurance program pursuant to Part 101 to 120, Article 10 of Title 24, Colorado Revised Statutes, the Facility and MSU Denver understand that liability for claims for injuries to persons or property arising out of acts or omissions of MSU Denver and certain covered individuals is controlled and limited by the Colorado Constitution, the Colorado Governmental Immunity Act, (C.R.S. §§ 24-10-101 et seq.), and the Risk Management Act (24-30-1501 et seq.).

Governing Laws

- A. The laws of the State of Colorado and rules and regulations will be applied in the interpretation, execution, and enforcement of this agreement.

