

**AFFILIATION AGREEMENT**  
**between**  
**the Practicum Agency and the University of Utah**  
**College of Social Work**

The objective of this agreement is to provide practicum students of the University of Utah College of Social Work with supervised practicum placements in preparation for professional social work practice. The following agreement shall begin upon the placement of a University of Utah College of Social Work practicum student and shall automatically renew with the continued annual placement of students, or with the placement of a student within a three year period of the last student placement.

A. The Agency:

Each school of social work establishes its own criteria for agencies to be used for practicum instruction, in accordance with the general basic standards set forth by the Council on Social Work Education. The following specific criteria has been developed and approved by the University of Utah College of Social Work for all practicum settings:

1. The agency philosophy of service shall be compatible with the educational objectives of social work which embody the values and ethics of the social work profession.
2. The administrator and staff supervising students shall be qualified by experience and training in a way which leads them to respect professional education and have an understanding of its goals. They shall also be willing to undertake, individually and collectively, the various responsibilities that a practicum instruction program entails.
3. The board of the agency, as well as the administrator and staff, should be committed to a practicum instruction program as a significant function and responsibility of the agency.
4. The agency will be in good standing in the community and in the profession. It should qualify for membership in those standard-setting bodies, national and local, appropriate to its field of service.
5. The agency is expected to have a clearly defined role in the community and should participate in local and/or regional planning related to its own field of service.
6. The agency staff should be capable of developing and maintaining the basic program of the agency without having to rely on students.
7. Field instructors must be fully integrated staff members and be granted release time to provide practicum instruction, attend workshops, and meet with practicum coordinators.
8. The agency must provide qualified field instructors for the students. Qualified instructors for B.S.W. students must have earned a M.S.W. and /or B.S.W. degree from a C.S.W.E.-accredited school of social work, hold appropriate social work licensure and have at least two years of professional social work experience. Instructors must have a commitment to social work values and have completed the evaluation and approval process for University appointment as a field instructor. Qualified instructors for M.S.W. students must have completed two years of post-M.S.W. practice experience, hold appropriate licensure at the C.S.W. level, demonstrate a commitment to social work values and teaching competence, and have completed the evaluation and approval process for university appointment as a field instructor. It is necessary for field instructors to be licensed at the L.C.S.W. level when supervising second year M.S.W. students.

B. The School:

1. The School, in collaboration with the Agency, shall evaluate potential learning experiences and determine the Agency's ability to provide the minimum requirements for specified practicum outcomes.

2. The School shall select and refer for Agency approval, Students whose educational development can be served by the agency.
3. The School shall assign a Practicum Coordinator who shall assist the Agency, the Field Instructor, and the Student in developing educational experiences which are consistent with national social work accreditation standards and respond to the individual student's professional growth and development.
4. The School shall provide a clinical faculty appointment and selected faculty benefits (those authorized for social work clinical faculty) when a Field Instructor is actively supervising a social work Student(s).
5. The School shall provide ongoing consultation and training for Field Instructors. This will include orientation and faculty development workshops.
6. The School's Practicum Office shall establish and maintain School/Agency administrative coordination to promote and enhance social work education.
7. The School shall provide the Agency with individualized Affiliation Contracts that specify the Field Instructor and Student, stipends to be paid, if any, and dates of the agreement.

C. The Field Instructor:

1. The Field Instructor shall provide a minimum of one hour per week of individual supervision with the Student(s).
2. The Field Instructor shall provide educational experiences which will assist the Student in completing the practicum requirements.
3. The Field Instructor shall meet with the assigned Practicum Coordinator and Student on a regular basis to evaluate the student's progress.
4. The Field Instructor shall attend faculty development workshops.
5. The Field Instructor shall notify the Practicum Coordinator of any changes in assignment or employment during the school year.

D. The Student:

1. The Student shall abide by the practicum guidelines as specified in the College of Social Work MSW Student Handbook.
2. The Student shall participate with the Field Instructor in developing plans and methods to meet their practicum requirements.
3. The Student shall adhere to all tenets of the NASW Code of Ethics, including maintaining confidentiality in all aspects of client and Agency contacts and records.
4. If the Student receives a stipend, he/she shall be responsible for taxes or social security as required by the Internal Revenue Service.

E. Mutual Provisions:

1. This agreement may not be modified except by a written agreement signed by the parties.

2. This agreement may be terminated for cause with a 30-day written notice by either party.

- 3. If the Student or Field Instructor engage in activities which are viewed by the Agency Director, Dean of the College of Social Work, Field Education Directors, or Practicum Coordinator to pose reasonable liability risks to the Agency or the School, the contract may be suspended pending investigation of the allegations.
- 4. Each party agrees to be responsible for its own wrongful or negligent acts or omissions, and those of its officer, employees, agents, or students to the full extent required by law. The University is a governmental entity as that term is defined in the Governmental Immunity Act, U.C.A. 1953, Section 63-30-1 et seq., and is bound thereby. The University also agrees that all participating students will be reasonably insured against negligent acts or omissions that may occur in the performance of their duties under this agreement.
- 5. All parties agree to abide by the University of Utah commitment to policies of equal opportunity and affirmative action and prohibits discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age or status as a Vietnam Veteran, disabled veteran or person with a disability. The University seeks to provide equal access to its programs, services and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practice not consistent with these policies should be reported to the Office of Equal Opportunity and Affirmative Action, 581-8365 (Voice to TDD).
- 6. All parties agree to abide by the University of Utah Sexual Harassment 2-6A Policy.

UNIVERSITY OF UTAH

AGENCY

\_\_\_\_\_  
Dean, College of Social Work (Date)

\_\_\_\_\_  
Agency Director (Date)

Agency Name\_\_\_\_\_

Address\_\_\_\_\_

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Telephone\_\_\_\_\_

E-mail\_\_\_\_\_

