

MEMORANDUM OF AGREEMENT BETWEEN
THE UNC at CHAPEL HILL SCHOOL of SOCIAL WORK
and

The School of Social Work of The University of North Carolina at Chapel Hill designates the above agency as an approved setting for field instruction in the School's program of graduate education for social work, by the signing of this agreement. Also, by the signing of this agreement, both the School and the Agency commit themselves to cooperatively provide field instruction for students of the School as described below.

This agreement becomes effective on _____ and remains in force for a period of **three years** unless either the School or the Agency indicates a need for review or change. Minor adjustments may be agreed upon by letter which should be then attached to each copy of this document.

THE SCHOOL OF SOCIAL WORK AGREES TO:

1. Consider the perceptions and recommendations of the agency in all matters concerning its field instruction program;
2. Provide guidelines to students in preparing a learning agreement which includes student competencies and expected practice behaviors and field learning experiences;
3. Take final responsibility for decisions regarding appointment of agency-nominated staff members as field instructors/task supervisors for the School;
4. 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 field instruction hours in the agency;
5. Assume initial responsibility for the selection of student(s) to be placed at the agency, involve the agency in decisions regarding placement, and accept the agency's judgment as to the final acceptance of the individual student;
6. Provide the agency pertinent written information concerning student(s) selected for the placement in the Agency and final decisions regarding placement;
7. Provide consultation to the agency, field instructor/task supervisor(s) and other appropriate staff of the Agency regarding the general development of its field instruction program;
8. Provide a designated member of the faculty to serve as faculty liaison to the Agency in matters pertaining to field instruction. This Field Faculty member will:

June 2020

- a. Serve as principal liaison between the School and the Agency including appropriate communication with the Director of the agency and the Assistant Dean of Field Education;
 - b. Make periodic visits to the agency to assess the practicum setting, review student progress and consult with the Field Instructor/Task Supervisor on learning patterns or challenges;
 - c. Be available to the Field Instructor/Task Supervisor for as soon as possible consultation when requested; and
 - d. Share with the Field Instructor/Task Supervisor knowledge of the educational program of the School.
9. Provide opportunities for professional development of the Field Instructor/Task Supervisor(s) and other appropriate members of the agency staff through provision of meetings, institutes, and/or seminars; and
10. Provide professional student liability coverage (2,000,000/4,000,000).

THE AGENCY AGREES TO:

1. Accept students for placement in the agency, the exact number to be negotiated annually by the agency and the Field Education office;
2. Accept the assignment of students to the Agency without discrimination based upon race, color, national origin, age, sex, religion, disability, sexual orientation, gender identity/expression, or marital status;
3. Accept the guiding principle that any agency selected for field instruction should provide educationally sound field placements for MSW student learners;
4. Update annually the description of the placement (the function and purpose of the agency), including the learning opportunities anticipated, in order to help students and the School match students to placements;
5. Provide students with opportunities to participate in the overall agency program and activities as appropriate to educational needs, educational preparation, and competency development;
6. Accept and help to implement the mission and values of the School recognizing that field instruction should provide opportunities to reinforce learning from all areas of the School curriculum;
7. Provide qualified field instruction for the student(s) by the nomination of, subject to the approval of the School, those persons who will serve as Field Instructors/Task Supervisors;

8. Assure that each Field Instructor/Task Supervisor has adequate time within their work schedule to:
 - a. Meet the educational needs of the student, including: orientation to the Agency and its services; development of learning opportunities which include depth and variety; preparation for at least weekly conferences with each student;
 - b. Meet with the Field Faculty member at periodic intervals to discuss learning opportunities and student competence;
 - c. Attend required School-sponsored meetings, institutes, and seminars; and
 - d. Prepare reports and evaluations as required by the School.
9. Provide opportunities for planned student contact with Agency staff members, in addition to the Field Instructor/Task Supervisor(s), through whom appropriate learning opportunities can be provided.
10. Permit use of its facilities, as indicated, by students of the School during the period of placement, including;
 - a. Sufficient and adequate workspace for students,
 - b. Convenient access to a telephone if use of a student cell phone is not possible.
 - c. Office supplies, as needed, in the performance of responsibilities; and
 - d. Access to client and agency records appropriate to the student's learning experience.
11. Provide for travel or reimbursement of such approved travel required of the students on behalf of clients/client systems. Obtain a copy of the student's driver's license and automobile insurance from student (if needed).
12. Provide the UNC School of Social Work with the results of drug screening tests of the student intern (if applicable). Obtain a copy of student health insurance from student (if required).

HOSPITAL PLACEMENTS

Hospital placements shall provide participating students and faculty with access to first aid and emergency care for illness and incidents occurring on the Hospital's property. The individual student or faculty member will be responsible for the cost of such care. Students who experience an HIV or COVID-19 exposure incident should go to the UNC-CH Student Health Service or their own physician for appropriate emergency counseling and treatment if they are in the Chapel Hill, Raleigh, or Durham communities. Other students should go to:

_____ for appropriate emergency counseling and treatment. (Please indicate the location or locations where this counseling and treatment is available.) Students will be responsible for the cost of such counseling and treatment.)

NON-HOSPITAL PLACEMENTS (Placements in settings where emergency medical care is not available on the premises.)

In the event a student or faculty member is exposed to a communicable disease or requires first aid or emergency care for an illness or incident that occurs while they are performing placement responsibilities, such care is available at _____

(Please indicate the nearest health care facility where these services are available.) The individual student will be responsible for the cost of such care. Students who experience an HIV or COVID-19 exposure incident should go to the UNC-CH Student Health Service or their own physician for appropriate emergency counseling and treatment if they are in the Chapel Hill, Raleigh, or Durham communities. Those placed elsewhere can obtain emergency counseling and treatment at _____

(Please indicate the nearest health care facility these services are available.) The student will be responsible for the cost of such counseling and treatment.)

Executive's Name (PRINT)

Signature

Date

Rebecca Burgess-Brigham
Assistant Dean, Field Education
The UNC at Chapel Hill School of Social Work

Signature

Date