

## Memorandum of Understanding

- I. This Memorandum of Understanding (hereinafter called the "Agreement") is entered on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ ("Effective Date") by and between the Florida Atlantic University Board of Trustees (hereinafter called the "University") and the \_\_\_\_\_ (hereinafter called the "Agency") for social work internships.
- II. WHEREAS, the University is desirous of utilizing facilities of the Agency for students enrolled or seeking a degree in the Phyllis and Harvey Sandler School of Social Work at the University (hereinafter referred to as "students"); and WHEREAS, the Agency has such facilities and is desirous of cooperating with the University in making them available for educational purposes; NOW THEREFORE, in consideration of these promises and the mutual understandings hereinafter stated, it is hereby understood and agreed as follows:
  - A. The University and the Agency jointly agree:
    1. As of the Effective Date, the Agency will provide supervision and access to its facilities for a social work learning experience for students enrolled or seeking a degree in the Phyllis and Harvey Sandler School of Social Work at the University.
    2. This Agreement shall be effective for an indefinite duration. Either party may terminate this Agreement by giving the other written notice of termination, not less than four (4) weeks prior to the scheduled date for the next class of students.
    3. The Agency and University will cooperate in the placement of students, each sharing responsibility for the final selection of students. The Agency has no obligation to work with students who are initially considered to be, or are later found to be, unsuited to the Agency program.
    4. This Agreement shall be governed by the laws of Florida. No party to this Agreement shall, in connection with any aspect of its performance, discriminate against any person based on a legally protected class, including race, color, religion, age, disability, sex, national origin, marital status, veteran status or any other basis protected by law.
  - B. Responsibilities of the Phyllis and Harvey Sandler School of Social Work:
    1. The University shall provide a Field Faculty liaison to the Agency, who shall coordinate student and Agency placements and activities.
    2. The University will confer with the Agency prior to the placement of any student in order to establish or to review the purpose, provisions and responsibilities involved in the field education.
    3. The University is responsible for monitoring the learning experiences of the student.
    4. When circumstances beyond the control of the University or Agency indicate the student must be replaced,

or if the Agency is unable to meet the conditions of the agreement, the University may withdraw the student from the Agency. This action would be taken only in consultation with the Agency Field Instructor and other Agency personnel involved in the placement program.

5. The University provides Field Instructor's training and group meetings during the year for Agency Field Instructors. These programs are planned to promote understanding of curriculum of the Phyllis and Harvey Sandler School of Social Work, encourage communication and interaction between practice and social work education and develop competence in field instruction.
6. Pursuant to Florida Board of Governor's Regulation 7.008(16), the University provides Intern Participation Certificates for the primary agency Field Instructors approved by the University and designated to provide social work supervision for students placed with the Agency. Each designated field instructor may accrue up to 6 credits for supervision of a student completing a minimum of 400 hours of field placement with the agency.
7. The Student shall be covered for malpractice liability insurance, with minimum limits of \$1,000,000/\$3,000,000.

C. Responsibilities of the Agency:

1. The Agency designates one primary Field Instructor for the student. The field instructor must have two years of experience and either a Bachelor of Social Work for Bachelor level students or a Masters of Social Work for Master level students. It is the responsibility of the Agency to verify that the assigned primary field instructor has the appropriate level social work degree. The specific roles and requirements for Agency Field Instructors and task supervisors are found in the University Phyllis and Harvey Sandler School of Social Work Field Education Manual.
2. If there are multiple supervisors, the primary Field Instructor coordinates the total learning experience, including the Educational Learning Plan, and is responsible for completing the midterm progress report and final evaluation report. Task supervisors should be used only after consultation with the Coordinator of Field Education.
3. The Agency provides time for the Field Instructor to hold an individual supervisory session with the student for at least one hour per week. Time is provided for group conferences with the students as needed during the school year and for teaching preparation in advance of the conferences. Group supervision does not substitute for the mandatory weekly one hour individual supervision.
4. The Agency provides time for the Field Instructor to attend the mandatory Field Instructor's training and meetings of field instructors during the school year. All new field instructors will be permitted to attend the 16 hour Field Instructor's training prior to accepting their first student.
5. The Agency provides office supplies, telephones and arrangements that enable the student to function effectively, as well as adequate provisions for safeguarding confidential material such as case material and student records.
6. The Agency provides learning experiences, including orientation to the Agency and case assignments.
7. The Agency will provide all students with opportunities to have social work activities assigned at the micro (individual), mezzo (family and/or groups), and macro (community, administrative) levels. All activities and

documentation assigned to students will be appropriate social work tasks according to the level of the student.

8. The Agency communicates immediately with the Field Faculty any concern regarding the student's learning or professional behavior. If the Field Faculty cannot mediate any concerns, a student review will be held. The field instructor will participate in the review and provide written feedback of any concerns about the student's performance.
9. The Field Instructor is responsible for prompt submission of the mid-term progress report and the final field evaluation in proper form and content which adequately describes the student's field learning.
10. The Agency will consult with the University immediately if specific circumstances arise that requires the Agency to ask that the student be withdrawn from the placement during the semester.
11. The determination of the number of students and the level of students (i.e., BSW, MSW Foundation or MSW Concentration/Advanced Standing) to be assigned to the placement shall be negotiated between the Agency and the Phyllis and Harvey Sandler School of Social Work. The Agency has the final decision on the number of students it can accommodate. The Phyllis and Harvey Sandler School of Social Work has the final decision on the level of students it places at an agency.
12. The Agency shall inform the student of any requirements for background screening, drug testing, health screenings, or other requirements. The Agency will assist the student in either obtaining these requirements or informing the student where he/she can obtain such screening/testing and monitor student compliance.
13. The student is not an employee and is not entitled to financial remuneration during placement unless otherwise arranged for with the Agency and the University. The Agency shall reimburse the student for travel expenses/mileage incurred in fulfilling duties at the Agency. Travel to and from the field placement is paid by the student.
14. The Agency shall provide emergency treatment to assigned students to the same extent the Agency provides such treatments to its employees.
15. The Agency shall retain ultimate control and responsibility for client care.

D. Responsibilities of the Student: The University shall inform the student that:

1. The student is required to follow Agency and University policies, procedures, programs and operating standards.
2. The student is responsible for completing all required documentation and assignments required by the Phyllis and Harvey Sandler School of Social Work and the Field Instructor.
3. The student is responsible for preparing for and participating in regular supervisory and evaluation conferences.
4. The student has the responsibility to act professionally and ethically, to maintain confidentiality, and to elevate service to others above self-interest.

5. The student is responsible for his/her own health insurance since this will not be provided by the Agency. If the Agency has health requirements, the student is responsible for meeting these Agency requirements.

III. The following supplements to this agreement are attached hereto and made a part hereof: None.

APPROVED:

**Agency**

**Florida Atlantic University Board of Trustees**

\_\_\_\_\_  
Agency Executive Signature

\_\_\_\_\_  
Senior Advisor, Academic Affairs

\_\_\_\_\_  
Print Agency Executive Name

\_\_\_\_\_  
Director of the Phyllis and Harvey Sandler  
School of Social Work

\_\_\_\_\_  
Field Instructor Signature

\_\_\_\_\_  
Coordinator of Field Education

\_\_\_\_\_  
Print Field Instructor Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_