

Cooperative Agreement for
SW 412- Field Instruction

by and between

University of South Alabama, on behalf of its Social Work Program,
and

Address:

Telephone: (____) _____

Name of Owner/Administrator: _____

By signing this agreement, the University of South Alabama, on behalf of its Social Work Program (the "University") and _____ (the "Site") agree to cooperate in the provision of field instruction to undergraduate students enrolled in the Social Work Program. This agreement will be considered to be effective for a term of _____ () years effective _____, 20____, and will automatically renew for additional one (1) year terms unless it is altered or terminated by either or both of the parties.

The University will:

1. Assume initial responsibility for selection of students to be placed at the Site.
2. Provide the Site with an opportunity to review any candidate and appropriate records for placement.
3. Provide the Site with a written statement of the student's health status, including verification of physical examination and immunization records, if necessary.
4. Provide at least one faculty member of the University's Social Work Program as a liaison between the University the Site. The liaison will (a) visit the student at least once each semester, either in person or virtually (e.g., phone, video-conference, etc.); (b) discuss with the supervisor of the placed student the progress of the student at least twice each semester; (c) be available to the Site-selected, direct supervisor of the student for immediate consultation regarding problems pertaining to student; and (d) share with the student's direct supervisor information regarding University resources that might be made available to the Site.
5. Provide a statement of general learning objectives applicable to field instruction.
6. Designate additional learning objectives that are applicable to instruction to Site.
7. Have responsibility for the final determination of the placed student's grades and credit hours earned.

8. Students are required to purchase liability insurance through the University prior to beginning placement. Students will not be allowed to begin field instruction without confirmation of liability insurance.

The Site will:

1. Provide the University with an up-to-date description of the Site and the possible points of utilization of social work students consistent with the general and specific field instruction objectives.
2. Accept students in field placement without regard to race, sex, age, ethnic origin, religion, disability, political beliefs, or any other nonperformance standard.
3. Have the right to reject students offered for field placement for reasons relating to the student's ability to function within the Site and in response to the specific tasks and assignments associated with the field placement.
4. Have the right to reject students offered for field placement for reasons relating to the workload of the Site.
5. Carry appropriate comprehensive general liability insurance with insurance coverage in existence during the term of this agreement.
6. Provide field instruction that is consistent with the educational objectives of the University's Social Work Program.
7. Provide a direct supervisor of a placed student who will:
 - Meet with the student to review the student's work at least one hour every week.
 - Be familiar with texts and other course material utilized in the social methods course taught by the University.
 - Attend the scheduled meetings of field supervisors held at the University.
 - Complete two written reports on student progress, including mid-term and final evaluation reports, consistent with the report forms provided by the Social Work Program.
 - Be available for consultation with the faculty of the Social Work Program regarding either individual students or the Social Work Program generally.
8. Provide students opportunities to utilize organizational resources reasonably equivalent to those provided regular employees carrying similar responsibilities. This provision includes office space, telephone, clerical services, supplies, access to records, and access to clientele.
9. Cooperate in the utilization of all de-personalized case records, agency reports, and other materials related to the Site's services and its processes in the University's social work courses. In the case of all materials, other than those made available to the public, prior Site approval consistent with current policy will be required before utilization in courses.

10. Certify that its administrative policies are in compliance with the Civil Rights Act, its amendments and executive orders with respect to students, staff, and clients. Recruitment, training, and evaluation procedures are conducted in a manner which will assure equitable treatment of students without regard to sex, age, race, creed, national origin, or disability and are designed to encourage the recruitment and participation of underrepresented students and staff.

Miscellaneous

In the case of an expressed desire on the part of the placed student or the Site to terminate prior to the ending of the field placement period, the following procedure will be affected:

1. A written request for termination from either the student or the direct supervisor must be submitted to the faculty liaison.
2. A meeting will be called, including the student, the direct field supervisor, and the faculty liaison, to review the relevant facts.
3. The faculty liaison will submit a review of the facts together with a recommendation for disposition to the Director of the University's Social Work Program.
4. The Director, in consultation with the director of the Site or his or her representative, shall render a binding judgment.
5. The Site maintains the right to terminate a student without question.

It is expressly acknowledged and agreed that the relationship created by this agreement between University and Site is that of independent contractor; nothing in this agreement is intended or shall be construed to create an employer-employee, master-servant, or joint venture relationship or a lease or landlord-tenant relationship between University and Site or between University and any of Site's employees, servants, or agents or any subcontractors of Site; and Site shall be solely responsible for the performance by such employees, servants, agents, and any subcontractors. University shall neither have nor exercise any control or direction over the methods or means by which the Site, and its employees, servants, or agents, or any subcontractors perform services.

This cooperative agreement shall be operable from the date of signing. Amendments shall be made during this time only by mutual consent of the University and the Site. This agreement shall be interpreted and governed by the laws of the State of Alabama.

This cooperative agreement may be terminated by either party if either party gives thirty (30) days' written notice to the other of an intent to terminate.

[signature page to follow]

IN WITNESS WHEREOF the parties have hereunto affixed their respective signatures on this the ____ day of _____, 20__.

SITE: _____

By: _____

Its: _____

Date: _____

UNIVERSITY OF SOUTH ALABAMA

Laurie French Haas, ACSW, LICSW-S, PIP
Field Instruction Coordinator
Social Work Program

Date

Contract Officer

Date