

## Memorandum of Understanding

, This Memorandum of Understanding hereinafter called the "Agre

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.

Pursuant to Florida Board of Governor's Regulation 7.008( ) 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 00 hours of field placement with the agency.

The Student shall be covered for S U R I H V V L R Q D O liability insurance, with mir of \$1,000,000/\$3,000,000.

C. Responsibilities of the Agency:

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.

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. Tasks supervisors should be used only after consultation with the Coordinator of Field Education.

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.

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.

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.

The Agency provides learning experiences, including orientation to the Agency and case assignments.

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 G R F X P D H V Q V W L D Q H R Q W R V W X G H Q W V Z L O O E H V W X G H Q W

The Agency communicates immediately with the Field Faculty concerning 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.

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.

The Agency will consult with the University immediately if specific circumstances arise that require the Agency to ask that the student be withdrawn from the placement during the semester.

The termination of the number of students and the level of students (i.e., BSW, MSW Foundation or MSW Concentration/Advanced Standing) 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.

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.

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.

The Agency shall provide emergency treatment to assigned students to the same extent the Agency provides such treatments to its employees.

The Agency shall retain ultimate control and responsibility for client care.

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

The student is required to follow Agency and University policies, procedures, programs and operating standards.

The student is responsible for completing all required documentation and assignments required by the Phyllis and Harvey Sandler School of Social Work. (Student) prepar0.119 Tw3.4Tj 2.4846.

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