

**Affiliation Agreement Between
Concord University Social Work Program**

AND

Agency

Address

Date

This agreement is made between the Concord University Social Work Program, Athens, West Virginia, and _____.

This agreement is proposed to affect a relationship between the two parties for the purpose of the availability of facilities for social work education. Both parties agree that this agreement is effective for one (1) year from the above date and may be renewed upon mutual written consent by the parties for up to two (2) consecutive years following the effective date. . This agreement may be terminated/amended by either party at anytime, provided thirty (30) days written notice is given.

Section I. Responsibilities and Obligations of the Social Work Program

The Program:

- Will plan placements with the agency and will periodically consult with the designated field instructor to monitor the student’s adjustment and progress.
- Will provide ongoing communication with the field instructor, including a minimum of three on-site visits to the agency (two during summer placements) and more frequently when needed and feasible.
- Will conduct meetings for field instructors regarding field instruction questions and issues, and solicit suggestions and recommendations.
- Will provide the necessary instructions and other pertinent information for field instructors during each semester.
- Will assign to the agency students who are academically qualified.
- Will hold students accountable for conforming to professional standards of conduct.
- Acknowledges the right of the agency to require the program to withdraw any student for unprofessional conduct and/or unsatisfactory performance, provided negotiations involving the student, the program, and the agency are unsuccessful.

Section II. Responsibilities and Obligations of the Agency

The Agency:

- Will provide learning opportunities for (a) direct practice with client systems of various sizes and types, (b) opportunities to utilize agency and community resources, and (c) interaction with other community services and professionals.

- Will recognize the need for professional education for professional practice.
- Will provide a regular placement site for the student.
- Will designate a qualified field instructor to perform the following duties:
 - plan orientation period for student
 - suggest relevant reading materials for the student
 - assist the student in further development of professional oral and written communications skills
 - notify field liaison of student's progress and/or problems
 - conduct weekly supervisory conferences with the student
 - provide mid-term and final evaluations of the student
 - assist and support the student in research of practice methods/issues
 - participate in field instructors' meetings

Section III. Specific Structured Learning Opportunities

The agency will provide the student with the opportunity to:

1. Demonstrate ethical and professional behavior
2. Engage diversity and difference in practice
3. Advance human rights and social, economic, and environmental justice
4. Engage in practice-informed research and research-informed practice
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

Student Responsibilities / Other:

Due to the nature of the organization, Concord University does not require background investigations or drug testing for our students. The notification of this requirement will be forwarded to each individual student planning to complete their field practicum with you. The student will be responsible to provide the results of the investigation and the results of the drug testing to your agency through an appointed representative.

Additionally, due to the nature of our organization, Concord University has no information about the status of Selective Service registration for any of our students.

Due to the nature of the organization, Concord University does not require the submission of medical records (including immunizations / vaccinations) from our students. Therefore, each student will be apprised of the request for medical information and will be responsible for providing the requested information to your agency.

Finally, as a result of our standing as a public university in the State of West Virginia, we are legally prohibited from signing any contract calling for indemnification.

_____ Dr. Kendra Boggess President, Concord University	_____ Dr. Kendra Boggess (SIGNATURE)	_____ Date
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_____ Terri H. Philpott Terri H. Philpott Ph.D. Candidate, MSW, ACSW, LCSW Director of Social Work Field Education, Concord University	_____ Terri H. Philpott (SIGNATURE)	_____ Date
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_____ Printed Name of Agency	_____ Agency Representative (SIGNATURE)
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_____ Title of Agency Representative	_____ Date Signed by Agency Representative
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