

**WEST VIRGINIA STATE UNIVERSITY
DEPARTMENT OF SOCIAL WORK
FIELD INSTRUCTION AGREEMENT**

The following agreement identifies the terms under which **West Virginia State University** and

(Agency)	(Location)
agree to provide field instruction educational experiences to Bachelor of Social Work candidates as required for programs accredited by the Council on Social Work Education.	

The Social Work Program of West Virginia State University agrees to:

1. Refer only students to the Agency for field instruction who meet requirements for admission to the social work program and to field instruction.
2. Assign a Faculty Field Director to act as liaison to the Agency to orient new Agency Field Instructors to the program, provide on-going training in instruction, and to facilitate the field instruction experience by providing support and consultation through telephone communication, site visits and field instruction seminars.
3. Endorse, in writing, the student's learning contract designed in conjunction with the Agency Field Instructor and student.
4. Convene conferences with the student and Agency, as needed, to facilitate the learning experience.
5. Terminate the placement of the student if the terms of this agreement are not met.
6. Assign final student grades for the field placement.
7. Advise students that they must successfully complete background checks, including drug screenings, as required by Agency prior to commencing their field placement.

The Agency agrees to:

1. Assign as Agency Field Instructor a qualified staff member with sufficient time and expertise for instruction of the student, permit time for the Field Instructor and student to conference weekly at an agreed upon time

(unless otherwise arranged) to provide instruction and necessary feedback and allow the Field Instructor time to attend periodic conferences/meetings with the Faculty Field Director.

2. Conduct background checks and drug screenings consistent with Agency policy prior to permitting a student to commence a field placement.
3. Recognize the student's primary role is that of learner and design the field experiences to assure opportunity for learning. Field learning activities are to be designed in compliance with the objectives of the Field Instruction program and the student's learning contract.
4. Interview prospective field instruction candidates and consider placement without regard to gender, race, color, age, religious beliefs, national origin, sexual orientation, or disability.
5. Provide necessary resources to the student to perform the student's responsibilities (provision of space, telephone, materials, and access to records and technology available within the agency).
6. Orient the student to the staff and facilities and designate a staff member available to the student in the absence of the Agency Field Instructor.
7. Develop a contract with the student specifying learning objectives, work assignments, supervision plans, and evaluation procedures.
8. Maintain records to ensure that the student meets the required number of hours in placement.
9. Submit the required written evaluations of the student's performance to the Social Work Program.
10. Immediately inform the Faculty Field Director of any changes that affect the student in placement such as programmatic or staff changes.

It is further understood that:

1. Students properly enrolled at West Virginia State University who are assigned to approved Agencies as a part of their curriculum requirements are covered by the general liability policy provided to West Virginia State University through the West Virginia Board of Insurance and Risk Management.
2. All parties to this agreement shall abide by the current National Association of Social Workers Code of Ethics.

3. Agency may immediately remove from the premises any student who poses an immediate threat or danger to personnel, the quality of services to clients, or unprofessional behavior. Agency may request that West Virginia State University withdraw or dismiss a student from the field placement at Agency when the student's performance is unsatisfactory to Agency or their behavior, in the discretion of Agency, is disruptive or detrimental to Agency and/or its clients. In such event, the student's participation in the field placement at Agency shall immediately cease.
4. The parties agree that they are independent contractors and neither West Virginia State University nor any of its agents, representatives, students or employees shall be considered agents, representatives or employees of Agency. No student or third person is entitled to, and shall not, receive any rights under this agreement.
5. The parties agree to indemnify, and hold the other party, including its officers, employees, members, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of either party or their respective offices, agents, or employees.
6. This agreement is valid for a three-year period beginning _____. ON the contract anniversary date, it shall be reviewed and may be renewed upon mutual written agreement by the parties.
7. Either party with written notice may terminate this agreement by providing a thirty-day notice.

SIGNATURES

Agency/Program Administrator

Date

West Virginia State University Field Director

Date

West Virginia State University Academic Affairs Office

Date