# PROGRAM MEMORANDUM

A. THE UNIVERSITY OF WISCONSIN OSHKOSH DEPARTMENT OF SOCIAL WORK hereinafter referred to as "The Department".

B. AGENCY , hereinafter referred to as "The Agency”.

C. Faculty Field Instructor is the UW Oshkosh Instructor who facilitates the relevant Field Seminar course (SW 401, SW 451, SW 702, SW 703, SW 729, or SW 733).

WITNESSETH:

WHEREAS, The Department must provide instruction in social service agencies for all social work students in order to achieve its objectives, and

WHEREAS, The Agency is willing to make its facilities available to The Department for this instruction.

NOW, THEREFORE,

1. The Department agrees to/that:
   1. Assign the student to The Agency for the purpose of obtaining experience in social work practice as needed in agreement with both parties for the purpose of completing required field practicum hours in accordance with Council on Social Work Education (CSWE) standards.
   2. Notify The Agency of the number of students that it expects to assign for instruction by August 1 for the fall semester, December 1 for the spring semester and April 1 for summer semester.
   3. Assign students who have completed their pre-professional sequence of the social work curriculum.
   4. Provide professional liability insurance From NASW Assurance Services for each student assigned to a Facility, guaranteeing coverage up to $1,000,000 per occurrence/$3,000,000 per aggregate, covering all acts and activities undertaken pursuant to this Agreement as a condition of participation in this clinical education. Department will provide certificate evidence of such insurance to Facility prior to the commencement of clinical education upon request.
   5. Assign social work faculty to teach the field seminar course and work in tandem with the Agency Supervisor during the student social work experience.
   6. Provide the Agency with a current copy of written Social Work Field policies and procedures (e.g. the relevant Field Manual).
   7. On contract with The University, the Faculty Field Instructor shall:
      1. Work in cooperation with The Agency’s personnel in planning experiences that conform to The Department's policies governing social work practice experience.
      2. Abide by the established official communication procedures between The Department and The Agency as specified in the Field Manual.
      3. Be responsible for ensuring that all of The Department's records are current and complete, including Student Learning Contracts, Student Field Logs and Competency Evaluations.
      4. Provide copies of relevant student records to The Agency for inclusion in its files (see 1.f.iii above).
   8. Require Students and Faculty Field Instructors to meet minimum health standards required of employees at The Agency.
   9. Require students to review this written Program Memorandum and requires students to exhibit proof that they have read and understood the Program Memorandum by endorsement of Appendix A, which is herewith attached.
2. The Agency agrees to:
   1. Permit Agency personnel to participate in:
      1. Joint conferences to include students and The Department.
      2. Planned discussions between students, the Faculty Field Instructor and the Agency Supervisor.
      3. Relevant course assignments with students.
      4. Relevant training and orientation workshops provided by The Department.
   2. Provide space for faculty/student conferences and space for the student’s necessary personal items.
   3. Orient and advise students of those Agency policies, which The Agency believes are applicable to students prior to the participation of the student with The Agency pursuant to this Program Memorandum.
   4. Meet with the social work student and provide consultation so the student can write a Student Learning Contract specific to The Agency’s practice sector and the expected practicum student roles.
   5. Participate in student evaluation and attend the final evaluation meeting.
3. The Student agrees to:
   1. The student is expected to meet the requirements of the placement experience as established by the Agency Supervisor and The Department and specified in the Student Learning Contract.
   2. Comply with and abide by all policies and regulations of The Agency while participating in this program pursuant to this Program Memorandum.
   3. Abide by The Department Filed policies and procedures.
   4. Acknowledge that they are under the direct assignment and supervision of both the Faculty Field Instructor and the Agency.
   5. Discuss any conflicts or concerns regarding agency policy and regulations with the Agency Supervisor and the Faculty Field Instructor.
   6. Comply with The Agency's dress code.
   7. Submit a mandatory fee to cover the cost of Departmental Liability Insurance.
   8. Be responsible for writing the Student Learning Contract and seek out the Agency Supervisor to arrange ongoing social work supervisory consultation.
   9. Be an active participant in the student evaluation process.
   10. Read this Program Memorandum and confirm in writing that s/he understands this Program Memorandum by endorsement of Appendix A.

GENERAL PROVISIONS

This Program Memorandum shall continue in force between the parties for a period of five years between September 1, 2019 and June 1, 2024. In the event that The Department intends to modify or terminate this Program Memorandum prior to the specified end date, written notice of revision or termination must be provided six months prior to effective date of revision or termination.

The Agency reserves the right, pursuant to this Program Memorandum, to immediately terminate the assignment of a student to The Agency as a student intern pursuant to this Program Memorandum upon violation of the terms and conditions of this Program Memorandum. Should The Agency elect to terminate a student’s participation with The Agency pursuant to this Program Memorandum, The Agency shall not be responsible for any monetary or other losses sustained by the student as a result of the student’s termination from assignment to The Agency pursuant to this Program Memorandum. Termination of this Program Memorandum by The Agency is not limited to violation of the terms and conditions of this Program Memorandum by a student. The Department will honor any rationale provided in writing by The Agency for termination of this Program Memorandum prior to the established termination date.

IN WITNESS WHEREOF, The Department has executed this Program Memorandum which, when executed by the participating Agency, shall bind all parties to the terms thereof.

APPROVED FOR UNIVERSITY APPROVED FOR THE AGENCY:

OF WISCONSIN OSHKOSH: AGENCY

\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Jeanne Schneider Date Signature of Authorized Official

Interim Controller for Administrative Services

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

\_ \_

\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_ Name (please print)

John Cross or Gabriel Loiacono

Interim Co-Chair Date

Social Work Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (please print)

APPENDIX A

The undersigned student of the University of Wisconsin Oshkosh Department of Social Work hereby acknowledges that s/he has read the foregoing Program Memorandum between the University of Wisconsin Oshkosh Department of Social Work and AGENCY and hereby acknowledges that s/he understands the terms of said Program Memorandum, understands the various duties and responsibilities of The Department, The Agency, and Student pursuant to said Program Memorandum, and agrees to participate in a field experience program in social work with The Agency as arranged through The Department.

Dated this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Year.

\_

STUDENT

Department of Social Work

University of Wisconsin Oshkosh