RAMAPO COLLEGE OF NEW JERSEY
SOCIAL WORK PROGRAM

College – Agency Affiliation Agreement

This agreement for a Social Work Field experience for an undergraduate BSW student is entered into this ______day of ________, by and between Ramapo College of NJ (referred to as the “College”) and ______________________________ (referred to as the “Agency.”). This Agreement shall commence on ____________, automatically renewable annually. This Agreement shall remain in effect as hereinafter specified unless amended or terminated in writing.

It is agreed that the Agency will serve as a social work field placement site for the College’s social work students as agreed upon by the two parties. The Agency will provide social work experiences appropriate to the level of the course and will provide professional supervision of student work while on site. The College will provide faculty oversight of the student.

The responsibilities for the College, University and the Student are identified in the Fieldwork Manual provided to all Field Instructors. Some of these responsibilities include:

**Mutual Responsibilities**

The Ramapo College Social Work Program, the Agency, and the student each have responsibilities in carrying out the objectives of the field component of the curriculum.

**Responsibilities of the College Social Work Program**

1. Selection of the student to be placed at the Agency based on the student's education needs and interests as determined by the social work faculty in consultation with the student

2. Provide whatever relevant background on student is required by the agency (background, educational needs, interests and aptitudes)

3. Inform the agency of the school schedule

4. Conduct class session to teach basic human behavior and social work practice knowledge and values necessary as a base for the field placement

5. Provide a Field Liaison to monitor a student’s progress at the agency. Field visits will be conducted if the agency or field instructor is new to the BSW Program or if there are concerns that warrant field visits. Otherwise, contact will be maintained via email, phone calls or through Skype
6. Availability of the faculty-field liaison to consult with the Field Instructor when student is having problems in field placement

7. Availability of the Director of Field Education for help in problem solving when the faculty-field liaison is not available

8. Provide the Field Instructor with appropriate course outlines

9. Provide the evaluation form to be completed by the Field Instructor and the student

10. Meet with the student periodically on campus to assess student progress and/or problems.

11. Provide three meetings/seminars annually for Field Instructors with the purpose of program orientation, teaching supervision skills, and encouraging agency and Field Instructor input into the social work curriculum

12. Provide a Field Manual stating the objectives, policies, procedures, and content of the curriculum and practicum

13. Determine and assign the final grade for each semester of the practicum. The grade is based on the student's performance in meeting the course's expected educational outcomes and the individual learning goals as reflected in the Field Instructor's written evaluation.

14. Provide Professional Liability Insurance for the student purchase while in field placement courses. Students pay for the insurance via special fees attached to the course payment.

15. The College shall provide for professional and general liability coverage insuring the College and its faculty and employees performing activities under this Agreement through a Program of Self-Insurance providing limits of coverage of $1,000,000/$3,000,000 on an occurrence type basis. College assumes any and all obligations for its employees that are required pursuant to the Worker's Compensation and Disability Laws of the State of New Jersey through self funding.

Responsibilities of the Agency

1. Provide assignment and learning experiences which will enable the student to achieve practice competencies

2. Accept students for placement on a non-discriminatory base. The agency retains the right to reject individual students who cannot function in the agency's program

3. Provide resources and facilities for carrying out assignments, office and desk space, phone, supplies, cars for home visits
4. Reimbursement of student for expenses incurred while on agency business, such as home and agency visits, group activity supplies, etc.

5. Provide Field Instructor for student with a MSW degree from an accredited school of social work

6. Provide an alternate supervisor if the Field Instructor is to be absent from the agency on a field placement day

7. Provide a minimum of one hour weekly of individual, supervision focusing on the professional growth and development of the student as well as on agency assignments

8. Orient the student to the agency's structure, function, services and personnel

9. Assign field placement hours so that they do not interfere with class times

10. Facilitate the student's integration of classroom knowledge with field practice

11. Notify the faculty-field liaison, as soon as possible, of any problems in student performance or in meeting expectations and working collaboratively on their resolution

12. Provide ongoing feedback and evaluation to the student, and guide the student in development of her/his capacity for self-evaluation

13. The student and Field Instructor should negotiate the student’s vacation schedule for the college’s winter and spring breaks; during the winter break (one month during December and January) students should be allowed at least two weeks for vacation

14. Engage the student in a formal evaluation conference at the end of each semester assessing the student's performance, strengths and weakness, and provide a direction for future professional growth and development

15. Complete a written evaluation of the student's performance at the end of each semester. Share the final evaluation for signature with the student

16. Participate in workshops, seminar/meetings held on college campus for orientation and training of Field Instructors.

Responsibilities of the Student

1. Use the field experience as a positive opportunity for professional growth and development

2. Respect the confidential nature of all information which may be obtained by clients and/or records of the Agency and maintain such confidentiality: respect the confidential nature of the case materials she/he is working on; clients are not to be discussed with
friends, family or in the dormitories: Cases, appropriately disguised, may be discussed in social work classes, where all students will treat as confidential all information presented by others

3. Know and utilize the social work code of ethics as a base for interactions with client systems, Agency personnel, and the community; sexual harassment of students by Agency personnel, and of clients by students is a violation of the code of ethics and the law

4. Act in a responsible and professional manner

5. Dress appropriately according to the nature of the field setting and per guidelines from the Field Instructor or agency policy

6. Follow assigned work hours; call Agency immediately if you will be delayed or if unable to report to work; plans for making up an absence should be made with the agency Field Instructor within two weeks of the absence

7. Assume responsibility for self direction of learning

8. Assess your knowledge and skills in the field of social work, and identify with your Field Instructors the assignments and tasks which will help you develop the necessary competencies

9. Prepare written material to complete a contract with your Field Instructor

10. Accept responsibility for management of workload and completion of assignments

11. Read and abide by agency procedures and practices for service provision, working hours, lunch, and breaks

12. Do not schedule field placement hours which interfere with classes at school

13. Negotiate vacation time with your Field Instructor the first few weeks of field placement

14. Be available and prepare for regular and individual and group supervision by reviewing previous week's work, write recordings where assigned (twice weekly process recordings in Theory and Practice I and II), and prepare questions and issues for discussion in session

15. Participate fully in activities planned for students including conferences, visits with other agency personnel, seminars, etc.
16. Complete whatever recordings are the standard procedure of the Agency; student's whose writing skills do not meet the standards needed by the agency are expected to get tutoring; faculty will help the student to arrange necessary tutoring.

17. Participate in the completion of the end of semester evaluation of your progress by preparing input for the evaluation conference that includes a self-assessment of your work.

General Conditions

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1. College and Agency shall at all times comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the standards of the Joint Commission on Accreditation of Healthcare Organizations, administrative and medical record policies and guidelines established and approved by Agency which shall be made available to students.

2. This Agreement shall be governed and construed and the rights and obligations of the parties hereto, shall be determined in accordance with the laws of the State of New Jersey.

3. This Agreement constitutes the entire agreement hereto and all previous communications and agreements, whether written or oral, with respect to the subject matter of this Agreement, are hereby superseded.

4. No modification of this Agreement will have any force or effect unless such modification is in writing, signed by both parties, and reference the specific sections of this Agreement and/or the Addenda to be modified.

This Agreement has been reviewed by both parties and all conditions are agreed to

Ramapo College of NJ

College: Social Work Program
505 Ramapo Valley Rd
Mahwah, NJ 07430

By _________________________                   By: ________________________
Janet E. Furness, Ed.D., MSW, ACSW          Name
Assistant Dean of Social Work

Date:               Date: