

Field Placement Agreement

The Bryn Mawr College Graduate School of Social Work and Social Research (“GSSWSR” or “School”) has initiated this agreement between the School and Agencies serving as field education practice sites in order to clarify their work together and ensure the high quality and integrity of the educational experience of the students. This agreement takes effect when a signed contract is received and signed by both the School and Agency. The time expectations for student field placements are listed below, and dates of placement will be set forth in the Field Education Calendar which will be provided to Agency at the time of the confirmation of each placement. Those dates and time expectations will govern each placement unless otherwise mutually agreed upon in writing, in advance, by both School and Agency.

Time Expectations:

Foundation/First Year students are in the field the equivalent of 2 full agency work (or 8-hour) days per week per semester for the fall and spring semesters.

Advanced Clinical or Community Practice Policy and Advocacy (CPA) Concentration/Second Year students are in the field the equivalent of 3 full agency work (or 8-hour) days per week per semester for the fall and spring semesters.

Part-time students who undertake the equivalent of 2 full agency work (or 8-hour) days per week field placement in both the Foundation/first year and Advanced/second year are in field from September through mid-June in the first year and from August through late April or early May in the second year.

Specific days of the week in the field can be arranged between the student and Field Instructor. Days and times are determined by agency and student needs.

School and Agency Agree:

- to make no distinction among students covered by this agreement on the basis of race, color, religion, gender, national or ethnic origin, sexual orientation, age, or physical ability;
- to establish the educational objectives listed on the learning agreement for the Field Education experience, devise methods for their implementation, and regularly evaluate the effectiveness of the experience;
- to inform one another in a timely manner of any changes in academic curriculum or academic status of a student, availability of learning opportunities, and staffing or supervision affecting the academic preparation or practice experience of students;
- to notify one another in a timely manner of the requested withdrawal of a student from an assignment and to process this request together to reach mutually agreed upon terms;
- to implement coordinated planning and evaluation of the field placement through regular communication between the agency and School;
- to be responsible for its own acts or omissions and hold the other party harmless for the consequences of its own acts or omissions in all actions for injuries, losses, and damage to persons and property arising out of the project which is the subject of this agreement.

School Agrees:

- to select students to be placed at the agency after careful discussion with both the student and the agency, and consideration of the student's ability, practice concentration, goals, interests, and previous experience;

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- to assign only those students who have satisfactorily completed or are currently undertaking the required course of study to prepare them for field placement;
- to notify each student placed within the agency that he/she shall not be considered an employee of the agency for purposes of financial or fringe benefits;
- to maintain full responsibility for conducting any student disciplinary proceedings in accordance with its own rules and regulations;
- to assign a member of its faculty or professional staff to serve as liaison to the agency and make at least one site visit and at least one conference call with the student and field instructor to review progress and address any concerns;
- to assume responsibility for assigning a final grade for each student at the end of each semester in consultation with the field instructor and through a careful consideration of the field instructor's written evaluation of the student;
- to maintain all educational records and reports relating to the participation of individual students in field agencies;
- to maintain professional liability insurance for each student, liaison, and practice instructor in the amount of \$1,000,000 for each claim and \$2,000,000 aggregate, with umbrella liability insurance in excess of \$4,000,000;
- to provide field instructors with field manuals and other appropriate forms as well as an academic calendar;
- to provide the agency with student profiles and to provide the agency and students with questions on which to focus during the placement interview;
- to provide seminars for new field instructors as well as educational opportunities for experienced field instructors;
- to advise students of their responsibility to familiarize themselves with existing rules and regulations of the agency including a respect for the confidentiality of agency clients and client records;
- to communicate with the agency immediately (or within a one day window) any safety, ethical, legal, or clinical concerns regarding the field experience.

Agency Agrees:

- to provide a field placement for a student(s) for the entire academic year barring unforeseen circumstances;
- to designate a field instructor mutually agreeable to School and agency with at least two years post-master's professional experience;
- to provide the field instructor with time to plan, implement, and supervise the field placement experience;
- to provide each student with a minimum of one hour of individual (and/or alternating weeks of individual/group) face-to-face supervision each week;
- to monitor student field attendance and learning activities while in field and complete required documentations (learning agreement and student evaluations)
- to familiarize students with existing policies and procedures of the agency including, but not limited to, those relating to confidentiality and safety;
- to allow students to use case material within the bounds of confidentiality to complete course assignments;
- to make its facilities available to students, including sufficient desk space and access to office supplies necessary for performance of student's responsibilities;
- to have a written understanding in regard to reimbursement and insurance with students who are expected to use their own or agency automobiles in performing practicum assignments, as School's insurance policies do not cover students driving when traveling to/from or for a field placement;

- to provide for all student travel approved by the supervisor and occurring on behalf of the agency or its clients by reimbursing students for use of their private cars at the mileage rate provided to agency employees, or reimbursing students for costs incurred for public transportation;
- to provide the field instructor with time to attend the Field Instructors Orientation Meeting in the fall at the School and the Field Instruction Seminars when appropriate;
- to provide the School with a written description of the field placement experience;
- to make available to assigned students learning experiences in line with the agency mission and written description;
- to submit a written evaluation of the performance of each student at the end of each semester by the dates specified on the Academic Calendar unless otherwise agreed upon by both parties, using the evaluative guidelines provided in the Field Instruction Manual by the School;
- to include in the spring evaluation a discussion of student learning opportunities and expectations for the following year, as appropriate.
- to notify the School immediately of any situation or problem which may threaten a student's satisfactory completion of the assignment;
- to provide written notice of any incident or claim involving any of the students placed at the agency;
- to apprise the School in a timely way of any unforeseen complications which may affect the student's practicum experience;
- To communicate with the school any potential safety, ethical, legal, or clinical violations or behavior (within a 24 hour period) with the students field education experience.

Term of this Agreement:

This Agreement will become effective upon full execution of the parties and will continue in effect until terminated by either party. Either party may terminate this Agreement, for any reason or for no reason, upon thirty (30) days advance written notice. Upon notice of termination, the Agency shall make all reasonable efforts to allow a student whose field placement is currently underway to complete any required field hours.

Additional Agreements:

- This agreement constitutes the entire agreement between the parties and all other written agreements or understandings are hereby merged into this agreement.
- No amendment or modification to this agreement shall be effective unless the same is in writing and signed by both parties; minor adjustments may be agreed upon by letter, but shall only be binding if signed by the recipient.
- This agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

Title: _____

Date: _____

Agency Name: _____

Agency Contact: _____ Title: _____

Agency Contact Signature: _____ Date: _____