

SOCIAL WORK FIELD INSTRUCTION MEMORANDUM OF AGREEMENT

This agreement between the University of Tennessee College of Social Work (the "College") and _____ (the "Agency") will be effective as of _____. This agreement will be renewed yearly unless there is notification in writing of the intention not to continue field instruction.

The College and Agency agree to the following:

1. The purpose of this understanding shall be to establish an affiliation between the College and the Agency to provide field instruction for social work students as part of the social work M.S.S.W. degree programs of the University of Tennessee College of Social Work.
2. The College and the Agency will not discriminate on the basis of race, gender, sexual orientation, creed, color, religion, national origin, age, disability, or veteran status.
3. The determination of the number of students, their schedules, and the availability of the Agency shall be made by mutual agreement between the designated representatives of the College and the Agency.
4. The College or Agency may request withdrawal of any student whose performance record, conduct, etc. does not justify continuance in field instruction at the Agency.
5. The College and the Agency understand that it shall be the student's responsibility to provide transportation to and from the Agency for their assignments. The Agency agrees to provide either transportation or reasonable compensation for any travel away from the Agency site which the student is assigned.
6. The College and the Agency understand that the educational objectives and evaluation criteria of the College as contained in the College's Field Practice Manual constitute the expectations for the student's learning. Both parties understand that the field practice assignments for the student shall complement the service and educational activities of the Agency.
7. The College and the Agency understand that students shall not be used in lieu of professional staff personnel and shall be under the instruction/ supervision of Agency M.S.S.W. field instructors and task instructors mutually chosen by the College and the Agency.
8. In addition to and not contrary to the terms of this agreement, the College and Agency concur that the policies and procedures for field instruction as contained in the College's Field Practice Manual constitute the working understanding for field practice and for the responsibilities of the College, Agency, and Student.

Responsibilities of the College

1. The College shall send to the Agency only students who are able to undertake the requirements of the assignment.
2. The College shall send the Agency only such students who have completed appropriate academic education and are ready for field practice.

