SOCIAL WORK FIELD INSTRUCTION MEMORANDUM OF AGREEMENT

This agreement betwee	n the University of Tennessee College of Social Work (the
"College") and	(the "Agency") will be effective as
of Th	is agreement will be renewed yearly unless there is notification in
writing of the intention not to co	ontinue 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.

- 3. The College shall make available to its students informational materials with respect to learning experiences that can be provided by the agency.
- 4. The College shall require students to carry malpractice insurance provided through the College.

Responsibilities of the Agency

- 1. The Field Instructor will provide a minimum of one hour of individual supervision per week for each student.
- 2. The Agency agrees to make available emergency care and first aid for illnesses or accidents occurring on the premises. All other medical and dental costs are the responsibility of the student.
- 3. The Agency agrees to submit to the College regular written evaluations of each student's progress based on his or her performance during the field placement as stipulated in the Field Practice Manual and by the dates indicated on the College Calendar or other communications by the Field Instructor.

	Calendar or other communications by the Field Instructor.				
4.	The Field Instructor agrees to attend field instructor seminars sponsored by the College unless extenuating circumstances prohibit attendance.				
5.	The Agency agrees to continue its accreditation/certification by the appropriate agencies:				
The (College agrees to inform each stud	ent of the following responsibilities	3:		
1.	Each student shall conform to the Agency's holiday schedule and the College's annual calendar.				
2.	Students shall abide by the Code of Ethics of the National Association of Social Workers.				
3.	The College's expectation is that students are to conduct themselves as professionals in all of their interactions at the Agency.				
Associate Dean Date The University of Tennessee College of Social Work		Agency Administrator/ Program Director	Date		
	ice Coordinator Date				
	rsity of Tennessee Social Work				