Kansas State University Social Work Field Practicum

Memorandum of Understanding

Between

Kansas State University Social Work Program

AND

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Policy

* + - 1. The primary concern of this agreement is the education of the social work student.
      2. The duration of the practicum will be a total of 480 hours. Students will be available during regular work hours of the agency, no fewer than four days per week (not to conflict with scheduled seminar times) or five days per week, or at other times by arrangement between the student and field instructor, with the approval of the Social Work Program Office of Field Education. Student hours should coincide with times when the Agency Field Instructor is present.
      3. Students will observe the University breaks and holiday schedule as a general rule. During the fall semester these are Labor Day and the Fall Break (Thanksgiving week); during the spring semester this is the Martin Luther King holiday and Spring Break (one week); and during the summer term Memorial Day and the Fourth of July are observed. In addition, agency holidays will be observed as appropriate.
      4. No financial remuneration from either party to either party is involved in this agreement. Either party is free to provide financial support or assistance to field practicum students.
      5. This agreement remains in effect until either party elects to withdraw from or renegotiate the agreement.

Memorandum of Understanding

Responsibilities of the Social Work Program

The Social Work Program will be responsible for the academic administration of the field practicum experience, including identification, selection and assignment of students to field practicum sites.

The Social Work Program will provide information regarding its curriculum and program sufficient to enable the agency field practicum instructor to plan and conduct a field placement experience consistent with the expectation of the Social Work Program. Most of this information will be in the Field Practicum Manual provided to the agency field instructor. Additional information will be provided by the Field Office as needed to facilitate the practicum experience of the student.

The Social Work Program will appoint a field practicum liaison from the faculty. This liaison will work with the agency practicum instructor and the student throughout the practicum experience.

The Social Work Program agrees to provide the agency field instructor with documentation of student field instruction, which the Kansas Behavioral Sciences Regulatory Board will recognize for four (4) continuing education units per semester.

Responsibilities of the Agency and the Practicum Instructor

The agency, through the field instructor, agrees to provide the student with experiences commensurate with the field instruction objectives as defined by the Social Work Program.

The agency agrees to provide the student with needed supplies and equipment, and an appropriate work space to complete the field experience.

The field practicum instructor agrees to work with the student and the field practicum liaison to design a meaningful field experience, clarifying for the student the general nature of the field work expected.

The field practicum instructor agrees to provide competent supervision, including orientation to the agency, and provide a minimum of one (1) hour of instructional conferences each week for the educational training of the student.

The agency field instructor agrees to confer with the field practicum liaison regarding individual students' educational needs and progress, and agrees to attend scheduled conferences in the agency with the field liaison.

The agency field instructor agrees to complete an evaluation of the student's practicum work, using the form required by the school, midway through the practicum and again at the end of the practicum. It is agreed that the final evaluation will be completed by the last day of the practicum, or the last day of the semester, whichever occurs first. Any other schedule for completing the student's evaluation will be worked out in advance with the field liaison.

The agency field instructor and the agency at large agree to contact the field practicum coordinator in the event of any problems in the placement, especially those that may interfere with the continuance of the placement and pledges to work with the student and Field Office toward a mutually satisfactory solution before taking any action to terminate the placement.

For the Social Work Program: Agency Administrator:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_