



Department of Undergraduate Social Work
Field Placement Letter of Agreement

Date: May 23, 2019

Name of Organization: Clay County District Schools
Attn: Heather McDonald, Coordinator of Mental Health Services- Clay County District Schools
Address: 900 Walnut Street, Green Cove Springs, FL 32043

To Heather McDonald,

The purpose of this letter is to set forth the agreement between Saint Leo University, hereinafter referred to as the "University" and Clay County District Schools, hereinafter referred to as the "Agency." Therefore, in consideration of the mutual agreements set forth herein, the University and the Agency enter into this agreement on the terms and conditions set forth below.

The University and the Agency mutually agree:

1. To cooperate in establishing the educational objectives for the field experience and devising methods for implementation. This collaboration will include sharing information for field planning, selection of experiences, maintenance of acceptable standards of client care, appropriate supervision, and evaluation of student performance. To the extent allowed by public records laws, all information obtained as a result of this collaboration will remain confidential, even after the relationship resolves.
2. To make no distinction between students, faculty, and supervisors covered by this agreement by race, color, creed, age, sex, religion, national origin, veteran status, or disability.
3. Students will be placed with the Agency for a 15 week semester and a total of 400 hours. Students will fulfill the requirement by attending the Agency approximately 16 or 32 hours per week.

In consideration of the above, the University agrees:

1. To notify the Agency of its planned schedule of social worker intern student assignments and will identify the student availability for placement and involve the Agency in the final selection decision.
2. To appoint a faculty liaison to serve as a liaison between the University and the Agency in matters relating to field instruction. This shall include (1) maintaining continuous contact with students and Agency; (2) providing Agency with course outlines, field work evaluations, and other pertinent material; and (3) ensuring compliance with field expectations for student learning. The faculty liaison will schedule a minimum of two visits to the agency to review students' progress and consult with the

placement supervisor in the beginning and mid-semester. Also, the faculty liaison will be available to the Agency supervisor for immediate consultation, if, and when needed.

3. To advise assigned students that they will be subjected to the Agency's policies, procedures, organizational protocols, holiday, and practices of the Agency. This includes, but not limited to, client care, the health of staff members, uniforms, and use of equipment and facilities. Students will be responsible for undergoing and paying the cost of appropriate criminal background screenings per Agency, state, and federal requirement.
4. To remove any students from a placement whose conduct or practice is not in accordance with the Agency's policies and standards of care. Notices of such removal shall be in writing and state the reason(s) for the removal. The University may also remove students from the placement whose progress, conduct, or performance does not meet the University's standards for the continuation of the program.
5. To ensure that the University will provide professional liability insurance for the students. There is no financial obligation on the part of the University, the Agency, or the students.
6. To make all final decisions as to the educational objectives for the field experience. This includes but not limited to determining the progress of students, grades, degree requirements, and the minimum number of field instruction hours in the Agency.

In consideration of the above, the Agency agrees:

1. To identify a field supervisor who is a Bachelor of Social Work (BSW), Master of Social Work (MSW) or Licensed Clinical Social Worker (LCSW). In the case there is no supervisor mentioned above, the Agency will assign a task supervisor. The task supervisor will report on the students' progress to an appointed field supervisor who is assigned by the University. The field or task supervisor shall oversee the student's field experience by providing opportunities for the students to learn and demonstrate their skills. This includes but not limited to the following:
 - a. Endeavor to select clients and groups with whom the students can utilize and integrate knowledge, theory, and practice skills while understanding that clients selection is often random and based on need.
 - b. Provide students with opportunities to become involved with assessment and research when appropriate.
 - c. Allow students to attend any community functions on behalf of the Agency or other learning experiences that are deemed appropriate.
 - d. Evaluate the performance of assigned students on a regular basis using the evaluation forms supplied by the University. Evaluations should be reviewed with the students to allow them the opportunity to add their own comments if they so desire.
 - e. Provide a one-hour weekly supervisory conference with the student to review work in progress and instruction.

2. To provide students with appropriate workspace and office equipment, supplies, and physical facilities to encourage the students to participate in the Agency to the greatest extent possible. This shall include giving students access to records and maximizing student's participation in the Agency staff meetings, case conferences, and other appropriate organization resources.
3. To ensure supervision of students and require that students will not transport clients at any time.
4. To notify the University of any students whose conduct or practice is not consistent with the Agency's policies and standards of care. It will then be the mutual responsibility of the Agency supervisor and the faculty liaison to devise a plan to which the student may be assisted to achieve educational success or, in the alternative, removed from the program..
5. To advise the University of any changes in its personnel, operation or policies which may affect the student field experience.
6. To review and adhere to the University Field Education Manual and supervisory training.
7. To provide input to the University regarding the program's strengths and weaknesses and make suggestions for improvement to the program.

This agreement shall be effective for a period of three (3) years when executed by both parties. This agreement may be terminated by either party upon 30 days' written notice, providing that any students enrolled in the field experiences may complete the agreed upon hours and schedule.

If you are in agreement with the foregoing, please sign below and return to the Department of Undergraduate Social Work at the following address:

Department of Undergraduate Social Work
Saint Leo University
P.O. Box 6665 MC-2067
33701 State Road 52
Saint Leo, FL 33574-6665

Along with the Department of Undergraduate Social Work faculty, I look forward to a long and mutually beneficial relationship.

Sincerely,

Mary Spoto, Ph.D.
Vice President of Academic Affairs

Carol Y. Studdard, Board Chair
Clay County District Schools

Signature

Date