



# **AFFILIATION AGREEMENT BETWEEN**

**UNIVERSITY OF CENTRAL FLORIDA**

**School of Social Work**

**and**

**The School Board of Clay County, Florida**

**THIS AFFILIATION AGREEMENT**, entered into and effective **February 21, 2008**, is between the **UNIVERSITY OF CENTRAL FLORIDA** on behalf of its Board of Trustees, hereinafter "University", the School Board of Clay County, Florida, hereinafter "Affiliate."

## **WITNESSETH**

**WHEREAS**, Affiliate is located at 900 Walnut Street, Green Cove Springs, FL 32043 and provides social work services;

**WHEREAS**, the University is desirous of utilizing facilities of the Affiliate for students enrolled in social work courses of the School of Social Work (hereinafter referred to as "Students"); and

**WHEREAS** the Affiliate has such facilities and is desirous of cooperating with the University in making them available for educational purposes ("field placement") during a planned program of social work experiences in the Affiliate;

**NOW THEREFORE**, in consideration of the premises and mutual understandings herein stated, the parties hereto agree as follows:

### **A. THE UNIVERSITY AND AFFILIATE JOINTLY AGREE THAT:**

1. As of **February 21, 2008**, the Affiliate will allow the University to use its facilities for the teaching of the assigned social work interns enrolled in the School of Social Work at the University.
2. This Agreement shall remain in effect for a period ending May 21, 2010. The terminating party shall give the other party thirty (30) days written notice of its intention to terminate this Agreement, with or without cause. If such notice is given, this Agreement shall terminate:
  - a) At the end of the 30-day notice, or
  - b) When the student has completed their respective courses of study under the Program, whichever occurs last.
3. The Affiliate and University shall cooperate in the placement of Students, each sharing responsibility for the final selection of Students. The Affiliate has no obligation to work with Students who are initially considered to be, or are later found to be, unsuited to the Affiliate.
4. The Affiliate and University reserve the right to withhold assignment of Students during the placement period if changes within the University's School of Social Work or the Affiliate appear to present inadequate learning situations.
5. The University's College of Health & Public Affairs purchases liability insurance when a student registers for the field education placement course. This policy is designed to provide coverage for professional malpractice. Students also should have their own personal health and accident insurance coverage. An original insurance certificate shall be sent to Affiliate.
6. During this Agreement, neither party shall discriminate against any person because of race, color, gender, religion, national or ethnic origin, disability or marital or veteran status.

**B. THE UNIVERSITY AGREES THAT:**

1. The University will confer with the Affiliate before the placement of any Student in order to establish or to review the purpose, provisions and responsibilities involved in the field placement.
2. The University's Coordinator of Field Education will be available for consultation with the Affiliate as needed concerning the requirements and objectives of the field placement.
3. The University will provide a faculty liaison to the Affiliate who is responsible for monitoring the learning experiences and performance of the Student.
4. Upon receipt of Affiliate's written notice of a student whose work or conduct with clients, patients or personnel is not in accordance with acceptable procedures or standards of performance or otherwise could disrupt patient or client services or Affiliate's operations, evaluate such student's conduct and remove the student from Affiliate except as the parties otherwise agree in writing.
5. The University will provide meetings and workshops before and during the term of placement for field instructors and, when assigned, task supervisors. These programs are planned to promote understanding of curriculum of the School of Social Work and to encourage communication and coordination between the Affiliate staff and University faculty responsible for the field placement.
6. The University will provide evidence of liability insurance. An original insurance certificate shall be sent to the Affiliate and shall name the School Board of Clay County as an additional insured on the policy.
7. The Student shall pay for and/or provide the Affiliate proof of Level II fingerprinting before entering a school site when students are present or before having direct contact with students.

**C. THE AFFILIATE AGREES THAT:**

1. The Affiliate designates an **MSW field instructor** for the Student. If a task supervisor is also assigned, the field instructor coordinates the total learning experience with the task supervisor. Additional subsidiary task supervisors should be utilized during the placement period only after consultation with the faculty liaison.
2. The Affiliate provides time for the field instructor, and task supervisor when assigned, to hold an individual conference with the Student for at least one hour per week. Time is also provided for additional conferences with the Student, Affiliate staff and University faculty, as needed, during the placement term.
3. The Affiliate provides time for the field instructor, and task supervisor when assigned, to participate in phone conference meetings with the University before and during the placement period.
4. The Affiliate provides office supplies, access to a telephone and office that enable the Student to effectively complete requirements for field placement.
5. The Affiliate provides appropriate learning experiences for the Student, including orientation to the Affiliate, micro and macro work assignments and other learning activities needed for the satisfactory completion of field placement requirements.
6. The Affiliate communicates immediately with the faculty liaison any concerns regarding the Student's learning, schedule or conduct.
7. The determination of the number of Students to be assigned for field placement shall be negotiated between the Affiliate and the University. The Affiliate has the final decision on the number of Students it can accommodate.

**D. THE UNIVERSITY WILL REQUIRE THE STUDENT TO AGREE THAT:**

1. The Student will follow Affiliate and University policies, procedures, and standards related to requirements for field placement. (For example, the Student is expected to adhere to established Affiliate and University

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guidelines for reporting absences, updating records, completing reports and other written assignments, providing services and reporting to the Affiliate for the hours and on the days scheduled for field placement.)

2. The Student will complete a final evaluation of the field placement as required by the University.
3. The Student will prepare for participation in regular supervisory conferences with assigned Affiliate staff and University faculty. The Student has the responsibility to act professionally and ethically, to maintain client confidentiality, and to give priority to the clients' rights and needs over his or her own.
4. The University's College of Health & Public Affairs purchases Liability insurance when a student registers for the field education placement course. This policy is designed to provide coverage for professional malpractice. Students also should have their own personal health and accident insurance coverage. Students need to be aware that the affiliate does not cover students under Worker's Compensation.
5. The Student is not an employee and is not entitled to financial remuneration during placement unless otherwise arranged for with the Affiliate and University. The Affiliate, when possible, reimburses the student for travel expenses incurred in fulfilling duties at the Affiliate. Travel to and from the field placement Affiliate is paid by the Student.

**AGREED TO AND ACCEPTED**

The School Board of Clay County  
900 Walnut Street  
Green Cove Springs, FL 32043

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

Printed Name Carol Studdard

Title: Chairman

**UNIVERSITY OF CENTRAL FLORIDA**

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

Printed Name Dr. John Schell

Title: Vice Provost, Academic Affairs

**LEGAL CONTENT APPROVED**

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

University General Counsel's Office