

**Northern Arizona University  
Social Work Program**

**Social Work Program- Agency Agreement**

This agreement is entered as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the Arizona Board of Regents for and on behalf of Northern Arizona University, Department of Sociology and Social Work, Social Work Program herein known as the "Program" and \_\_\_\_\_ herein known as the "Agency", located \_\_\_\_\_.

Northern Arizona University (hereinafter known as "University" considers field instruction a vital part of the education of social work students and recognizes the importance of the contribution of the agencies and /or programs where these students are placed. The parties recognize that each will derive the greatest benefits by promoting the interests of both. Each of the parties is therefore, entering into the agreement, and agrees to interpret its provisions in such a manner as to best promote the interests of social work education, the client and the community. To maintain the educational excellence desired by both parties in this joint program, a specific statement of the responsibilities of both parties is listed in the following paragraphs.

The parties will comply with all applicable laws, rules, and executive orders governing non-discrimination, affirmative action, and equal employment opportunity, including without limitation TITLE VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and Section 504 of the Rehabilitation Act of 1973, and related regulations and will not discriminate against any person on the basis of race, color, sex, religion, national origin, age, or handicap.

**Responsibilities of the Social Work Program:**

The Program will provide the Agency with a manual stating objectives, policies, and content of field instruction.

In cooperation with the Agency, the Program will assign the students to be placed in the Agency.

To the extent permitted by law, the Program will provide the Agency with background information on the students, as requested by the Agency.

The Program will provide a faculty member to serve as liaison between the Program and the Agency and will be available for consultation when problems occur.

The Program will orient the Agency to the Bachelor of Social Work curriculum and the role of field placement in the total program.

The Program will provide orientations and in-service trainings for Agency field instructors and administrators.

The Program may visit the Agency regarding student process and progress in the achievement of Program objectives; and to provide consultation to the Agency in the planning and selection of learning experiences which are consistent with Program curriculum and objectives.

The Program may evaluate the Agency in terms of its appropriateness and effectiveness as a field learning site for the Program.

The Program liaison has the responsibility for evaluating the overall achievement of individual students and will assign the field grade.

### **Responsibilities of the Agency:**

The Agency shall provide a qualified field instructor as identified in the standards and guidelines for the field education program provided in written form to the field instructor or Agency representative by the Program Field Coordinator.

The field instructor will be allowed a minimum of one hour Agency time weekly per student for individual conferences and supervision. The field instructor's workload will be adjusted in order to assure adequate time to meet the learning needs of students.

The Agency will make available to students, through the field instructor, learning experiences which are suitable in quality and quantity for the student's maximum professional growth.

The field instructors will accept, as their teaching objectives, the stated behavioral objectives as outlined in the Program's field manual and the Learning Contract, provided in written form to the field instructor by the Program Field Coordinator.

The Agency shall collaborate with the student and Program liaison in completing the written contract which specifies student learning objectives and goals.

The Agency shall notify the Program Liaison of any substantial difficulties with a student that may require Program intervention.

The field instructor shall meet face to face or by telephone with the Program liaison and the student in conference and provide information requested regarding work assignments and student progress towards meeting goals.

The field instructor will attend meetings and trainings for field instructors offered by the Program

The Agency shall complete the written evaluation of student performance at the mid point and end of each student's placement on the Program evaluation form provided by the Program

The Agency shall be responsible for acts and omissions of its employees and agency and shall maintain adequate insurance (which may include a bona fide self insurance program) to cover any liability arising from acts and omissions of the Agency's employees and agents. The Agency shall not be responsible for maintaining insurance to cover liability arising from the acts and omissions of employees and students of the University.

### **Responsibilities of the University**

The University shall maintain insurance to the extent provided by the State of Arizona's Risk Management Division, which includes a self- insurance program to cover any liability arising from the acts and omissions of the University's employees and students participating in the program. The University shall not be responsible for maintaining insurance coverage for liability arising from the acts and omission of the Agency's employees and agents.

### **Effective Period of this Agreement**

This agreement shall remain in effect indefinitely subject to periodic review and revision. Either party may terminate this Agreement without reason or cause on written notice to the other thirty (30) days in advance of the desired date of termination. In the event of termination, arrangements will be made to accommodate students in the Program who have been assigned to the Agency.

### **State Government Provisions:**

#### **Conflict of Interest**

This Agreement is subject to Section 38-511, Arizona Revised Statutes. This Agreement may be canceled if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the University is an employee, consultant or agent of any other party to this Agreement.

#### **Arbitration**

Notice is provide of sections 12-1518 and 12-133, Arizona Revised Statutes

#### **Dispute Resolution**

If a dispute arises under this agreement, the parties agree to exhaust all applicable administrative remedies provide for under the Arizona Board of Regents Policy 3-809.

#### **Failure of the Legislature to Appropriate.**

If University's performance under this agreement depends upon the appropriation of funds by the Arizona Legislature, and if the legislature fails to appropriate the funds necessary for performance, the University may provide written notice to this Agency and cancel this Agreement without further obligation of the University. Appropriation is a legislative act beyond the control of the University.

#### **Indemnification**

Any other provision of this Agreement to the contrary notwithstanding, the parties acknowledge that Northern Arizona University is a public institution and any indemnification or hold harmless provision provided by the University is limited as required by State law, including without limitation Article 9, Section 7 of the Arizona Constitution and Sections 35-154 and 41-621, Arizona Revised Statutes. The University's liability under any claim for indemnification is limited to claims for property damage, personal injury, death, or copyright or patent infringement damages caused by acts or omissions of University employees or students.

**Approved for Arizona Board of Regents for and on behalf of Northern Arizona University Department of Sociology and Social Work, Social Work Program.**

Approved by:

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NAU Department of Sociology and Social Work Chair Date

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NAU College of Social and Behavioral Sciences Dean Date

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NAU Social Work Field Coordinator Date

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Agency Representative Date