

**OHIO UNIVERSITY
DEPARTMENT OF SOCIAL WORK
AGENCY AFFILIATION AGREEMENT**

AGENCY:

Agency Name:

Address:

Phone:

E-mail:

Fax:

Website:

Number of Staff:

Agency Auspices:

Geographic Area Served:

Agency Background and Purpose:

Agency Focus and Clientele Served:

Student's Roles and Responsibilities: Each level of field instruction is different and is defined as follows:

GENERALIST (Undergraduate):

Generalist practice is the goal of the undergraduate social work program and is designed to prepare students to become practitioners who can perform the generalist roles of counselor/clinician, human services broker, teacher, and advocate. The generalist practitioner can focus on factors ranging from individual needs to broad social policies and on diverse contexts, locations, and problems.

FOUNDATION (First two quarters of MSW):

During the foundation practicum, the student is learning the basic skills necessary to prepare them for specialized practice and is integrating the knowledge learned in the courses of the other core curriculum areas. Though learning the generalist roles is part of the foundation curriculum, the foundation learning experience does not, in and of itself, prepare students for practice, but rather prepares them for advanced, specialized learning.

SPECIALIZED PRACTICE (Second year of MSW):

During the final year of education, the student chooses to concentrate on provision of services to children and families within a context of a) clinical or b) policy and administrative practice.

What level(s) of student(s) can your agency provide learning experiences for:

Undergraduate – Yes/No (circle)

Roles, Responsibilities, and Specific Learning Tasks Available to the Student:

***(Graduate) Foundation – Yes/No (Circle)**

Roles, Responsibilities and Specific Learning Tasks Available to the Student:

***(Graduate) Clinical Practice Specialization – Yes/No (circle)**

Roles, Responsibilities and Specific Learning Tasks Available to the Student:

***(Graduate) Policy and Administration Specialization – Yes/No (circle)**

Roles, Responsibilities and Specific Learning Tasks Available to the Student:

***In agencies that are able to provide both a foundation and advanced practice specialization, there is the option of the student completing both the foundation and the specialized placement within that agency. This arrangement may be beneficial to both student and agency. If this is desired, it will be negotiated at the beginning of the foundation placement process and will be renegotiated midway through the spring quarter of the foundation year by the field instructor, field liaison, and student.**

Estimated Number of Placements Available:

Undergraduate: _____

Graduate Foundation: _____

Graduate Advanced (Clinical Practice): _____

Graduate Advanced (Policy and Administration): _____

Suggested Beneficial Pre-Placement Experiences:

Time Schedule for Students (i.e., constraints and opportunities for hours and days):

Transportation (i.e., transportation resources required of the student; mileage reimbursement provided, etc.):

Liability Insurance (i.e., malpractice insurance provided by the agency or student must purchase):

Hepatitis Inoculation Requirements (required, highly recommended, or provided by the agency):

Special Considerations:

Agency Responsibilities:

Yes/No (circle) The agency agrees to provide release time to the designated field instructor(s) to attend pre-placement orientation, training, and other activities designed to aid the student in the placement process.

Yes/No (circle) The agency agrees to accept the student as a participant in the overall agency program and activities as appropriate. This includes opportunities for planned contacts with agency staff other than field instructors through whom appropriate learning opportunities can be provided.

Yes/No (circle) The agency agrees to provide the following for the student(s) during the period of placement:

- Space in which the student can carry on independent work
- Office supplies as needed in the performance of responsibilities
- Access to client and agency resources appropriate to the planned learning experience
- Mileage reimbursement and any other reimbursements customarily provided to staff
- Timely provision of information regarding whether the student is covered by the agency's liability insurance policy
- Information regarding requirements or recommendations for obtaining the Hepatitis B vaccination series, including the possibility of agency reimbursement for the vaccinations

Yes/No (circle) The agency agrees to allow the field instructor at least one hour per week to provide individual or group supervision to the student(s).

Yes/No (circle) The agency agrees to allow the field instructor ample time to aid the student in developing and fulfilling a learning contract in conjunction with department goals and objectives.

Yes/No (circle) The agency agrees to allow the field instructor and any other pertinent staff to participate in the assessment and evaluation made of the student at the end of each academic quarter.

In signing this application, I am indicating acceptance of the agency responsibilities included herein:

Agency Director's Signature

Date

(Print Name)

For Departmental of Social Work Use Only:

Agency Approval:

___ Yes

___ No

Field Director's Signature

Date