

**Memorandum of Agreement Between
Lexington-Fayette Urban County Government
and
Asbury University
For the Training of Social Work Students
Established on January 5, 2021**

Agency:	Lexington-Fayette Urban County Government	Asbury University
Address:	200 E. Main St. Lexington, KY 40507	One Macklem Dr. Wilmore, KY 40390
Phone:	859-425-2255	(859) 858-3511

Lexington-Fayette Urban County Government ("Agency") in recognition of a commitment to participate collaboratively with Asbury University ("University"), in the education of professional social workers through implementation of the Field Instruction Program, agrees as follows:

THE FIELD INSTRUCTION AGENCY agrees to fulfill the following general responsibilities:

- 1.1 Provide field work placements for students from the Asbury University. The number of students shall be mutually agreed upon and shall be dependent upon the needs of the Asbury University and the ability of the Agency to provide a meaningful educational experience consistent with the course objectives for the practicum;
- 1.2 Complete a written educational assessment of each student and provide assignments consistent with the assessment and the course objectives;
- 1.3 Provide qualified field instructors, mutually agreed upon by the Agency and the University, who have the time, interest, and professional competence to assume the educational role.
- 1.4 Orient the students to policies, forms, schedules, safety procedures and risk management aspects of the organization;
- 1.5 Provide weekly educational supervision of at least one hour's duration for each student with regard to the assigned learning experiences. Educational supervision will be conducted by a staff member mutually agreed upon by the Agency and the University;
- 1.6 Maintain complete records and reports on each student's performance and provide an evaluation to the University on forms or in the format provided by the University;
- 1.7 Comply with all principles of confidentiality and privacy regarding students;
- 1.8 Contact the faculty field liaison in the event problems arise in a student's performance or significant events occur within the Agency which have an impact on the completion of the learning plan the student's safety or well being;
- 1.9 Follow the procedures outlined in the University's relevant field manual for the termination of a field placement;
- 1.10 Make time available for the agency instructor to attend University orientations and meetings in conjunction with the placement;
- 1.11 Insure that students placed in the Agency have adequate physical facilities (desk, chair, telephone and private interviewing space) and clerical services for Agency recordings and reports to the University;

- 1.13 Maintain ultimate responsibility for client services and compliance requirements with regards to all applicable rules, regulations and laws.
- 1.14 Maintain procedures to provide an appropriate and safe environment for the student to conduct duties related to his or her learning contract.

THE UNIVERSITY agrees to fulfill the following general responsibilities:

- 2.1 Disseminate course objectives, evaluation forms and other materials relevant to the practicum experience to both participating students and Agency personnel involved in field instruction; materials shall include relevant field manual(s) and Council on Social Work Curriculum Policy Statement;
- 2.2 Assign students who have met the criteria for placement and provide information regarding students in accordance with the Family Educational Rights and Privacy Act;
- 2.3 Assign a faculty field liaison who will make a minimum of one planned contact during the semester.
- 2.4 Provide orientation meetings to review curriculum and practicum expectations for both students and field instructors and provide training opportunities for field instructors;
- 2.5 Instruct its students to:

MUTUAL

- 2.5-1 follow the administrative policies, standards and practices of the Agency in fulfilling the field practicum course objectives;
- 2.5-2 conform to the standards and practices established by the University for the practicum course including adherence to the Code of Ethics of the National Association of Social Workers and the standards outlined in the University Handbook for Community Life;
- 2.5-3 respect the confidential nature of Agency files and client's information;
- 2.5-4 assume an active role in the learning process including preparation for and openness to supervision conferences with the field instructor and/or faculty field liaison;
- 2.5-5 be present at the Agency according to the University requirements and the timetable set up with the field instructor at the beginning of the semester. Students must notify the field instructor when they will be late or absent from the Agency and must formulate a plan to make up the time lost;
- 2.5-6 demonstrate a readiness to learn and become involved in all appropriate aspects of the field experience. This includes, but is not limited to, participation in continual self-evaluation by defining and sharing specific strengths and learning needs with the course related instructors including development of the learning plan, mid-semester report and final evaluation; and
- 2.5-7 complete all records in keeping with Agency and field instructor expectations;

OBLIGATIONS the parties shall:

- 3.1 Agree to maintain good communication between institutions as described in the Field Education Manual;
- 3.2 Discuss matters of mutual concern including the quality of programs and the development of educational programs;
- 3.3 Confer on plans, problems and changes related to the educational experiences and;
- 3.4 Promptly notify the other of any claim made by or expected from a claimant against a party to this Agreement as described in the Field Education Manual.




GENERAL PROVISIONS

- 4.1 Authority. This Agreement shall be governed by and construed according to the laws of the Commonwealth of Kentucky.
- 4.2 Amendments. This Agreement may be amended only in writing signed by the parties hereto.
- 4.3 Copies. Each party shall retain a signed copy of this agreement.
- 4.4 Benefit. This agreement is intended only for the benefit of the Agency and the University and it should not be interpreted as being made for the benefit of any third party.
- 4.5 Term. This Agreement shall continue in effect until terminated by either party upon **30** days written notice to the other. Any student in placement with the Agency at the time of termination shall be permitted to complete the practicum with the Agency under the terms of this agreement unless that student's placement is terminated in accordance with the provisions in the relevant field manual.

4.6 Malpractice Insurance. Asbury University provides insurance coverage for liability and malpractice for all social work students in field placement.

4.7 In the event a dispute shall arise between the University and the Agency under this Contract, the parties agree to participate in at least six hours of mediation in accordance with the mediation procedures of the Department of Alternative Dispute Resolution (“ADR Services”) under the Administrative Office of the Courts (“AOC”) for the Commonwealth of Kentucky. The parties agree to share equally in the costs of said mediation, which costs will not include costs incurred by a party for representation by counsel at the mediation.

Signatures

Signature	_____	Date	_____
	Agency Representative		
Signature		Date	4/13/21
	Dr. Timothy Wooster, Provost		
Signature		Date	1/11/21
	Sarah Bellew, MSW, Dir. of Field Education		
Signature		Date	1/11/21
	Bonnie Descoteaux, MSW, Ed.D., Social Work Dept. Chair		