

**BRIDGEWATER STATE UNIVERSITY  
MASTER OF SOCIAL WORK PROGRAM**

**Agency Agreement**

This sets forth the agreement between Bridgewater State University (“University”), a not-for-profit educational corporation, existing under the laws of the Commonwealth of Massachusetts with its principal campus and office in Bridgewater, Massachusetts on behalf of its academic program known as the Master of Social Work Program (“Program”), and

\_\_\_\_\_ (“Agency”)

with its principal office located at \_\_\_\_\_

relating to field instruction for the Program’s students (“Students”) placed at the agency.

- **PURPOSE**

The Program considers field instruction a vital component in the education of future social work professionals. It, therefore, recognizes the importance of the settings where field instruction takes place. To maintain and promote the educational excellence which is in the best interest of both the Program and the Agency, it has been found that a specific statement of the responsibilities of the parties involved can be mutually beneficial.

- **RESPONSIBILITIES OF THE PROGRAM**

1. The Program, in cooperation with the Agency, will assume the responsibility for assigning students to placements giving consideration to the specialized services of the Agency and the skills and knowledge of its staff.
2. The Program shall provide the agency field instructor with a Student Handbook and Field Manual which states the objectives, policies, and procedures pertaining to field instruction.
3. The Program, in the person of the faculty field liaison, will assist the student and the Agency in developing an educational program which reflects the needs and objectives of the Agency, Program, and Student.
4. The Program will provide overall coordination of training for field instructors to help provide appropriate learning experiences for Students.
5. Responsibility for grades for performance in the field instruction placement rests with the faculty field liaison. Such grades will be based on an evaluation of the Student's performance and will include input from the field instructor.
6. Should it become necessary to make a change in the Student's field placement, both the Program and the Agency will be involved to assure that the needs of the Student, Agency, and clients are met.

7. Students are covered by the BSC liability insurance policy for any claims that might arise in conjunction with the execution of responsibilities assigned to students during the course of their field instruction in the Agency.

### III. RESPONSIBILITIES OF THE AGENCY

1. The Agency will allow Students to engage in field instruction in the furtherance of the Student's academic program at the facilities for a period of 16-20 hours per week.
2. The Agency will provide a field instructor who possesses the qualification, knowledge and skills necessary to provide quality field instruction.
3. The field instructor will be allowed Agency time each week for individual supervisory conferences. Foundation year students are required to receive a minimum of 1 ½ hours weekly supervision. Concentration year students are required to receive a minimum of 2 hours of weekly supervision.
4. The field instructor will be allowed Agency time to attend Program sponsored training and field orientation sessions for field instructors.
5. The field instructor will complete and submit a Mid-Year Student Evaluation in December and a Final Student Evaluation in May at the end of the second semester.
6. The Agency field instructor shall cooperate with the Program's faculty field liaison in providing any other information necessary for Student evaluation.
7. The Agency will provide the Student with appropriate learning experiences that meet the needs of the Student and the educational objectives and goals of the Program as outlined in the Student Handbook and Field Manual.
8. The Agency will provide the Student with the physical facilities and support services necessary to carry out the duties of his/her field placement.

### IV. GENERAL TERMS

1. Both the Agency and the Program will assume responsibility for the content and quality of the educational experience of the Student. Appropriate faculty members, the Student and the field instructor will work closely with one another toward this objective. Students are not employees of either the Agency or the University but are students engaged in an academic program.
2. All parties to this Agreement intend to cooperate with the others in fulfilling their duties under the Agreement and shall interpret its provisions as promoting the interest of social work education and the community.
3. This Agreement shall be construed and enforced with the laws of the Commonwealth of Massachusetts.

4. This Agreement may not be modified or amended without the written consent of both parties.
5. This Agreement is established by the following signatures of the parties:

Agency

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

Bridgewater State University: By: \_\_\_\_\_

Title: Coordinator of Graduate Field Education

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