MEMORANDUM OF UNDERSTANDING OF ROLES AND RESPONSIBILITIES
Criteria for Agency Participation and Agency Instructors
University of Montana
School of Social Work
updated 6/2016

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<th>Date</th>
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<tbody>
<tr>
<td>Student</td>
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<td>Agency</td>
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<td>Agency Field Instructor (Practicum Supervisor)</td>
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**CRITERIA FOR AGENCY PARTICIPATION**

- assign activities to students which meet the educational goals and objectives of the practicum and The University of Montana’s BSW or MSW program.
- provide educationally directed field supervision through the designation of an on-site field instructor who will provide regular and ongoing supervision for at least one hour of one-to-one contact per week.
- allow the Agency Field Instructor time to write evaluations and attend field training, and student conferences.
- provide space for the student, including access to a desk, telephone and computer if necessary.

**THE DIRECTOR OF FIELD EDUCATION AGREES TO:**

- assume responsibility for the overall direction and coordination of the practicum.
- screen student applicants and assess their readiness for practicum.
- assist students and agencies in the placement process.
- provide guidelines for evaluation of the student.
- provide orientation and training for Agency Field Instructor.
- be available to students, agencies and Faculty Advisors for consultation and facilitation of student/agency issues.
- assign the grade for each student’s practicum.
- assume responsibility for removing a student from a placement should that become necessary.
- conduct site visits as needed.

**THE ASSISTANT DIRECTOR OF FIELD EDUCATION AGREES TO (APPLICABLE TO BSW STUDENTS):**

- meet each semester with the student and the Agency Field Instructor together.
- assume responsibility with the Agency Field Instructor for the end of semester evaluations of the student’s performance.
- assist in orienting new agency field instructors to the School of Social Work curriculum and practicum program.
- act as a resource person for students in regard to questions, resources, and suggestions for learning opportunities.
THE MSW FACULTY ADVISOR AGREES TO (APPLICABLE TO MSW STUDENTS):

- meet each semester with the student and the Agency Field Instructor together
- assume responsibility with the Agency Field Instructor for the end of semester evaluations of the student's performance
- assist students in completing the Learning Agreement to structure the practicum experience
- assist students in applying and integrating theory into practice
- provide guidance to students in writing their MSW Professional Portfolio
- assist in orientating new agency field instructors to the School of Social Work curriculum and practicum program
- act as a resource person for students in regard to questions, resources, and suggestions for learning opportunities

THE AGENCY FIELD INSTRUCTOR AGREES TO:

- provide a minimum of one hour per week of direct supervision to the student
- orient new students to agency structure and function, student responsibilities, policies and procedures, and to commonly used community resources
- provide guidance to student in developing a Learning Agreement to structure the practicum experience
- structure assignments/practicum tasks to help the student learn a broad range of social work interventions common to generalist social work practice (BSW students) and advanced practice opportunities (MSW students)
- in consultation with the student, assign duties and responsibilities of increasing difficulty and challenge as appropriate
- provide suitable office space and support staff as available
- utilize the student as a learner who will assume numerous responsibilities of benefit to the agency rather than as someone to fill the needs of an understaffed agency
- follow policies and procedures outlined in the BSW or MSW practicum manual
- monitor student performance, providing feedback regularly to the student
- complete a formal evaluation of the student at the end of each semester
- complete agency evaluation of the practicum experience at the end of the second semester
- provide reasonable accommodations for students with disabilities with accommodations agreed upon by UM Disability Services and the Director of Field Education
- reimburse students for out of pocket expenses incurred in the same manner as for agency employees
- participate in Agency Field Instructor Training and/or complete online Agency Field Supervisor training
THE STUDENT AGREES TO:

- read and understand the practicum manual
- complete all paperwork required for practicum
- contact the Agency Field Instructor and Faculty Advisor or Field staff four times over the two semesters with a minimum of three in-person meetings
- complete a Learning Agreement in conjunction with both agency and Faculty Advisor or Field staff
- adhere to the NASW Code of Ethics
- behave in a professional manner, taking responsibility as an adult learner to understand duties and carry out assignments
- seek supervision when needed
- be in attendance at the agency on days and times agreed upon by the student and the agency field instructor and if unable to attend practicum will notify Agency Field Instructor as soon as possible
- work the required hours for completion of a practicum, keep written record of time, and abide by agency policies and procedures, including confidentiality
- provide proof of professional malpractice insurance
- prepare for supervisory meetings by reviewing your Learning Agreement, adhering to deadlines, completing work, and formulating questions about assignments
- discuss with Agency Field Instructor and/or Faculty Advisor or Field staff any areas of disagreement, dissatisfaction or confusion in respect to any part of the practicum experience
- bring to the attention of the Faculty Advisor or Field staff any questionable professional practices within the agency
- complete an evaluation of the practicum experience at the end of the semester

MSW STUDENTS ONLY -- OUTSIDE MSW SUPERVISOR (IF NEEDED) AGREES TO:

- provide bi-weekly one-to-one direct supervision to the student
- work collaboratively with Agency Field Instructor and Director of Field Education
- provide guidance to student in developing a Learning Agreement to structure the practicum experience
- follow procedures outlined in the UM School of Social Work BSW/MSW Manual
- monitor student performance by providing feedback regularly to the student
- may attend end of semester evaluations

The Agency and the School of Social Work agree that neither will discriminate against any individual on the basis of age, sex, race, religious belief, national origin, disability or sexual orientation.

All parties agree to comply with all federal and state anti-discrimination policies. This contract may be terminated by the Agency or The University of Montana School of Social Work without cause, upon providing 30 days written notice.

Student’s Signature __________________________________________ Date __________

Agency Field Instructor’s Signature _______________________________ Date __________

Director or Asst. Director of Field Education __________________________ Date __________