

MEMORANDUM OF UNDERSTANDING CONCERNING AFFILIATION OF STUDENTS FOR SOCIAL WORK PRACTICUM

This is a Memorandum of Understanding on the part of Dougherty County Public Schools, hereinafter referred to as “Facility,” and the Board of Regents of the University System of Georgia on behalf of Albany State University, Social Work Program, Department of Psychology, Sociology, and Social Work, hereinafter referred to as “University.”

PURPOSE

The purpose of this Memorandum of Understanding is to guide and direct the parties respecting their affiliation and working relationship, inclusive of anticipated future arrangements and agreements in furtherance thereof, to provide high quality, practicum learning experience for students in the University’s Program of Social Work, while at the same time enhancing the resources available to the Facility for the providing of services to its clients.

Neither party intends for this Memorandum to alter in any way their respective legal rights of their legal obligations to one another, to the students and faculty assigned to the facility, or as to any third party.

GENERAL UNDERSTANDING

1. The courses of instruction (i.e. social work practicum) to be provided will be of such content and cover such periods of time as may from time to time be mutually agreed upon by the University and the Facility. The starting and ending date for each program shall be agreed upon at least one month before the program commences.
2. The number of students designated for participation in a practicum education program will be mutually determined by agreement of the parties, and may at any time be altered by mutual agreement. All student participants must be mutually acceptable to both parties and either party may withdraw any student from a program based upon perceived lack of competency on the part of the student, the student’s failure to comply with the rules and policies of the facility or the University, or for any other reason if either party reasonably believes that it is not in the best interest of the program for the student to continue.
3. There shall be no discrimination on the basis of race, color, national origin, religion, creed, sex, age, disability, or veteran status in either the selection of students for participation in the program, or as to any aspect of the practicum training; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude a student’s effective participation in the program.

FACILITY RESPONSIBILITIES

1. The Facility will retain responsibility for the services to clients and will maintain administrative and professional supervision of all patient care activities provided by students insofar as their presence and program assignments affect the operation of the Facility and its care, direct and indirect, of patients.
2. The Facility will provide adequate practice for participating students in accordance with the practice objectives developed through cooperative planning by the university's departmental faculty and the Facility's staff.
3. The Facility will use its best efforts to make conference space and classrooms available as may be necessary for teaching and planning activities in connection with practicum training programs.
4. Facility staff shall, upon request, assist the University in the evaluation of the learning and performance of participating students.
5. The Facility shall provide for orientation of both University faculty and participating students to the facilities, philosophies, rules and regulations and policies of the Facility.
6. Subject to the Facility's overall supervisory responsibility for patient services.
7. All medical or health care (emergency or otherwise) that a student or University faculty member receives at the Facility will be at the expense of the individual involved.
8. The Facility shall do or cause to be done the following:
 - a. Provide an experienced field instructor(s) for MSW students who shall have responsibility for the field related educational program of the student including delivery and evaluation of the educational program. It is recommended that educational instruction be separated from administrative records.
 - b. Provide administrative support for the identification and provision of educational opportunities for the student. These educational opportunities shall be incorporated into the Learning Plan Worksheet. The Learning Plan Worksheet shall be drawn up at the beginning of each academic semester in a conference including the designated Facility Field Instructor, the Faculty Liaison, and the student. This plan must be approved by the faculty liaison. Educational opportunities will normally evolve from the work station of the student. However, it is expected that during the period of field instruction additional opportunities will be needed to fulfill the various objectives of the Learning Plan Worksheet. The Facility agrees to work with the University in arranging these additional opportunities for the student.

- c. Permit the student to utilize time in the work week for educational purposes in fulfillment of educational objectives identified in the student's Learning Plan Worksheet and agreed to by the Facility field instructor of the student.
- d. Permit the Facility field instructor to set aside designated time each week for instruction of student for educational purposes, and to attend meeting/training sessions for field instructors.

UNIVERSITY RESPONSIBILITIES

1. The University will use its best efforts to see that students selected for participation in the practicum training program are prepared for effective participation in the clinical training phase of their overall education. The University will retain ultimate responsibility for the education of its students.
2. Prior to the commencement of a practicum training program, the University will, upon request, provide responsible Facility officials with such student records as will adequately disclose the prior education and related experience of prospective student participants.
3. The University will use its best efforts to see that the practicum training programs at the Facility are conducted in such a manner as to enhance client care. Only those students who have satisfactorily completed the prerequisite didactic portion of their curriculum will be selected for participation in a program.
4. The University will not assign any faculty member to the Facility in connection with the operation of the program who is not appropriately qualified.
5.
 - a. The provision of services to clients by students is under direction and supervision of the Facility Field Instructor. These services are provided on behalf of the Facility and not the University. The University will require all participating faculty and students to show proof of personal liability insurance in an amount of one million dollars (1,000,000.00) per incident and one million dollars (1,000,000.00) in the aggregate. Upon request, evidence of such insurance will be provided. The University does not waive its immunity from liability as provided by the University System of Georgia. Further the University will assume no liability for the actions of students performed while in the Facility.
 - b. The University will require all participating faculty and students to show proof of health insurance if required by the Facility, in an amount satisfactory to the Facility. Upon request, evidence of such insurance will be provided.
6. The University will encourage student compliance with the Facility's rules, regulations and procedures, and use its best efforts to keep students informed as to the same and any changes therein. Specifically, the University will keep each participating student apprised of his or her responsibility:

- a. To follow the administrative policies, standards and practices of the Facility when the student is in the Facility.
 - b. To report to the Facility on time and to follow all established regulations during the regularly scheduled operating hours of the Facility.
 - c. To conform to the standards and the practices established by the university while training at the Facility.
 - d. To keep in confidence all medical and health/mental health information pertaining to particular clients.
7. If required by the Facility the University will require each participating student to furnish proof of a current physical examination, the results of which shall, upon request, be made available to the Facility. The parties may agree to have such examination performed by the Facility.

MUTUAL RESPONSIBILITIES

1. The parties will work together to maintain an environment of quality practicum learning experiences and quality patient care. At the instance of either party a meeting or conference will be promptly held between University and Facility representatives to resolve any problems or develop any improvements in the operation of the contemplated training program.
2. Unless sooner cancelled, or provided below, the term of this affiliation for training shall be one year, commencing on August 1, 2006 and ending on July 31, 2009. This working relationship and affiliation may be renewed by mutual written consent of the parties. It also may be cancelled at any time by either party upon not less than thirty (30) days written notice in advance of the next training experience.

This _____ day of _____, 2006

PRACTICUM FACILITY:
(Please fill in completely.)

Board of Regents of the University System of Georgia
on behalf of Albany State University Social Work Program.
Department of Psychology, Sociology, and Social

By:

Facility Name

Address

Address

Facility Phone Number

By:

Signature of Authorized Official

Authorized Official (Please print or type)

Title

Everette Freeman, President
Albany State University

Date

Joshua Murfree, Ph.D.
Chair, Department of Psychology,
Sociology and Social Work

Marilyn Spearman, Ph.D.
Director, social Work Program