

**UNIVERSITY OF NEVADA, RENO  
SCHOOL OF SOCIAL WORK**

**FIELD EDUCATION AGREEMENT**

This agreement is made by and between the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno and its School of Social Work; hereafter called "**UNIVERSITY**" and \_\_\_\_\_ hereafter called "**AGENCY**".

The Field Education Program plays a central role in the BSW and MSW programs of the School of Social Work, University of Nevada, Reno. The School considers field instruction a vital part of the education of social work students and recognizes the importance of the contribution of the agencies where students are placed. To maintain the educational excellence desired by both parties, it has been found that a statement of the specific responsibilities is helpful and, consequently, these are listed in the following paragraphs.

Now, therefore, the parties agree as follows:

**A. THE UNIVERSITY AND AGENCY JOINTLY AGREE:**

1. As of \_\_\_\_\_ 20\_\_\_\_, the AGENCY will allow the UNIVERSITY to use its facilities for the teaching of social work students enrolled in the School of Social Work at the UNIVERSITY.
2. This agreement shall be effective for a period of \_\_\_\_\_ year(s). Either party may terminate this agreement by giving the other written notice of termination, not less than three (3) months prior to the next placement of students in field practicum.
3. The AGENCY and UNIVERSITY cooperate in the placement of students, each sharing responsibility for the final selection of students. The AGENCY has no obligation to work with students who, after consultation with the UNIVERSITY, are initially considered to be, or are later found to be, unsuitable to the AGENCY program.
4. The UNIVERSITY shall maintain Allied Health Malpractice (professional liability) insurance in the amount of \$1,000,000 per claim and \$3,000,000 annual aggregate covering all students and their supervisors. The purchase of any insurance shall not waive any of the privileges or immunities afforded the UNIVERSITY, or its present or former officers and employees under NRS 41. The UNIVERSITY shall maintain workers compensation insurance as required by Nevada Statute.

**Non-Public agencies shall maintain:**

- Commercial General liability insurance including coverage for premises / operations and personal injury in the amount of \$1,000,000 per occurrence and \$1,000,000 annual aggregate.
  - Automobile liability insurance in the amount of \$1,000,000 per occurrence.
  - Professional liability limits of \$1,000,000 per claim and \$3,000,000 annual aggregate. Such malpractice insurance shall also apply to facility's staff not otherwise insured in amounts equal to those provided by the facility.
  - Workers Compensation insurance as required by Nevada Statute.
5. No part of this agreement shall, in connection with any aspect of its performance, discriminate against any person by reason of race, color, marital status, national, ethnic or religious origin, or on the basis of political or sexual orientation.
  6. The Field Education Program will be conducted in compliance with the field education standards of the Council on Social Work Education, the standards of the School of Social Work of the **UNIVERSITY**, and the National Association of Social Workers Code of Ethics.

**B. THE UNIVERSITY AGREES:**

1. To provide both a Field Coordinator and a Faculty School Liaison to the **AGENCY**. Please refer to the School of Social Work's Field Manual for the responsibilities of the Field Coordinator and Faculty Liaison.
2. To confer with the **AGENCY** prior to participation in the Field Education Program in order to establish or to review the purpose, provisions, and responsibilities involved in the field experience.
3. The **UNIVERSITY, AGENCY, and STUDENT** will participate jointly in the selection of the student's field education assignment. (See the School of Social Work's Field Manual for placement procedures).
4. That when circumstances beyond the control of the **UNIVERSITY** or **AGENCY** indicate the student must be replaced, or if the **AGENCY** is unable to meet the conditions of the agreement, the **UNIVERSITY** has the responsibility to withdraw the **STUDENT** from the **AGENCY**. This action would be taken only in consultation with the **AGENCY'S** field instructor and other **AGENCY** personnel involved in the placement program.
5. To provide field instructor training throughout the year for the **AGENCY'S** field instructor and other **AGENCY** personnel involved in the placement program.
6. That it shall, at its discretion, permit social work faculty members to participate as resource persons at **AGENCY** activities on initiation from the **AGENCY** and with approval of the School's Director.
7. That it shall list the **AGENCY** and the names of the field instructors in its School of Social Work Field Manual.
8. The University and each student shall comply with all applicable state, federal, and local laws regarding the confidentiality of patient information and medical records.

**C. THE AGENCY AGREES:**

1. To designate one primary field instructor for the student. If there are multiple supervisors, the primary field instructor coordinates the total learning experience and is responsible for the final evaluation report. These subsidiary supervisors should be utilized only after consultation with the faculty liaison.
2. That it shall adhere to the requisite number of field education hours as established by the **UNIVERSITY**.
3. To provide time for the field instructor to hold an individual conference with the student for at least one hour per week. Time is provided for group conferences with the students as needed during the school year and for teaching preparation in advance of the conferences.
4. To provide time for the field instructor to attend scheduled meetings of field instructors during the school year.
5. To provide office supplies, telephone facilities, and office space, which enable the student to function effectively. The **AGENCY** provides for safeguarding confidential material such as case material and student records.
6. To provide learning experiences, including orientation to the **AGENCY**, and assignments.
7. To communicate immediately with Faculty Liaison any concern regarding the student's performance and learning.
8. That the field instructor is responsible for participating in formal evaluations, which adequately describe the student's field learning experience.
9. That it will consult with the **UNIVERSITY** immediately if specific circumstances arise which require the **AGENCY** to ask that the student be withdrawn from placement during the school year.
10. That the determination of the number of students to be assigned to the placement shall be negotiated between the **AGENCY** and **UNIVERSITY**. The **AGENCY** has the final decision on the number of students it can accommodate.

**D. THE PARTIES AGREE THAT EACH STUDENT SHALL BE REQUIRED:**

1. To follow **AGENCY** and **UNIVERSITY** policies, procedures, program, and operating standards.
2. To complete all documentation required by the School of Social Work and the field instructor.
3. To prepare for and participate in regular evaluation conferences.
4. To communicate appropriately to the **AGENCY** field instructor and/or faculty liaison any concerns regarding the student's performance.
5. To have the responsibility to act professionally and ethically.
6. To be responsible for his/her own health and accident insurance since these will not be provided by the **AGENCY**. If the **AGENCY** requires health examinations or other clearances, the student is expected to meet the requirements of the **AGENCY**.
7. To understand and accept that he/she is not an employee and is not entitled to financial or other remuneration given to employees during placement unless otherwise arranged with the **AGENCY** and **UNIVERSITY**.

E. Prior to the beginning of each field placement, students are asked to read the Field Education Agreement between the **UNIVERSITY** and the **AGENCY**, and sign a statement attesting to their understanding of the document.

\_\_\_\_\_  
Signature:  
Agency Director

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature:  
Field Education Program  
Coordinator

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature:  
Director  
School of Social Work

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature:  
Dean, College of Health and  
Human Sciences

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature:  
Acting for the  
Board of Regents of the  
Nevada System of Higher Education  
on behalf of the  
University of Nevada, Reno and its  
School of Social Work

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date