

## AFFILIATION AGREEMENT – MEMORANDUM OF UNDERSTANDING WITH FIELD AGENCY

The Bryn Mawr College Graduate School of Social Work and Social Research ("GSSWSR" or "School") has initiated this agreement between the School and Agencies serving as field education practice sites in order to clarify their work together and ensure the high quality and integrity of the educational experience of the students. This agreement takes effect when a signed contract is received and signed by both the School and Agency. The time expectations for student field placements are listed below, and dates of placement will be set forth in the Field Education Calendar which will be provided to Agency at the time of the confirmation of each placement. Those dates and time expectations will govern each placement unless otherwise mutually agreed upon in writing, in advance, by both School and Agency.

### **Time Expectations:**

**Generalist/First-Year** students are in the field the equivalent of 2 full agency work (or 7.5-hour) days per week per semester for the fall and spring semesters.

**Advanced Specialization Clinical or Communities, Organizations, Policy, and Advocacy (COPA)/ Second-Year** students are in the field the equivalent of 3 full agency work (or 7.5-hour) days per week per semester for the fall and spring semesters.

**Part-time** students who undertake the equivalent of 2 full agency work (or 7.5-hour) days per week field placement in both the Generalist/first year and Advanced Specialization /second year are in field from September through mid-June in the first year and from August through late April or early May in the second year.

Specific days of the week in the field can be arranged between the student and Field Instructor. Days and times are determined by agency and student needs.

### **School and Agency Agree:**

to make no distinction among students covered by this agreement on the basis of race, color, religion, gender, national or ethnic origin, sexual orientation, age, or physical ability.

to establish the educational objectives listed on the learning agreement for the Field Education experience, devise methods for their implementation, and regularly evaluate the effectiveness of the experience.

to inform one another in a timely manner of any changes in academic curriculum or academic status of a student, availability of learning opportunities, and staffing or supervision affecting the academic preparation or practice experience of students.

to notify one another in a timely manner of the requested withdrawal of a student from an assignment and to process this request together to reach mutually agreed upon terms.

to implement coordinated planning and evaluation of the field placement through regular communication between the agency and School.

to be responsible for its own acts or omissions and hold the other party harmless for the consequences of its own acts or omissions in all actions for injuries, losses, and damage

to persons and/or property arising out of the project which is the subject of this agreement.

**School Agrees:**

to select students to be placed at the agency after careful discussion with both the student and the agency, and consideration of the student's ability, practice concentration, goals,

weeks of individual/group) face-to-face supervision each week.  
to monitor student field attendance and learning activities while in field and complete required documentations (learning agreement and student evaluations).  
to familiarize students with existing policies and procedures of the agency including, but not limited to, those relating to confidentiality and safety.  
to allow students to use case material within the bounds of confidentiality to complete course assignments.  
to make its facilities available to students, including sufficient desk space and access to office supplies necessary for the performance of students' responsibilities.  
to have a written understanding regarding reimbursement and insurance with students

**Additional Agreements:**

This agreement constitutes the entire agreement between the parties and all other written agreements or understandings are hereby merged into this agreement.

No amendment or modification to this agreement shall be effective unless the same is in writing and signed by both parties; minor adjustments may be agreed upon by letter but shall only be binding if signed by the recipient.

This agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

<b>School Contact Name:</b> Kari Fazio	<b>Title:</b> Chief Financial Officer
<b>Signature:</b>	<b>Date:</b>
<b>Agency Name:</b>	
<b>Agency Contact:</b>	<b>Title:</b>
<b>Agency Contact Signature:</b>	<b>Date:</b>