## Appendix Q

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Affiliation Agreement**

Cedarville University Social Work Program

Cedarville University, on behalf of its social work program, (CEDARVILLE UNIVERSITY), and Click here to enter text. (AGENCY) agree as follows:

WHEREAS, CEDARVILLE UNIVERSITY has established a program for professional education development as part of its requirements leading to a degree from the social work program (the field experience); and

WHEREAS, the AGENCY desires to aid the professional development of students in the social work program;

NOW THEREFORE, in consideration of the mutual benefits to be received, the parties do hereby mutually agree to the following provisions:

Section 1: Discrimination

Neither party shall discriminate against any student desiring to participate or any student participating in the field experience because of race, color, sex, national origin, handicap, disability, age, or political orientation.

Section 2: Sexual Harassment

1. Sexual harassment will not be tolerated by the AGENCY, by CEDARVILLE UNIVERSITY, or by the student in the field experience.
2. All parties acknowledge that sexual harassment of students is a violation of Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in education. Academic sexual harassment is the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate, or opportunities. Un-welcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when grades or educational progress are contingent upon submission to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3. All parties agree matters concerning alleged sexual harassment by students will be conducted according to procedures as outlined in the Field Guide.

Section 3: Insurance

1. CEDARVILLE UNIVERSITY maintains institutional liability insurance.
2. CEDARVILLE UNIVERSITY acknowledges that students shall not be covered under the AGENCY’s Workers Compensation Insurance and informs the students of this fact.
3. All students at Cedarville University taking six or more credit hours per semester have student health insurance as a benefit of tuition.

Section 4: Mutual Responsibilities

1. The AGENCY will assign a qualified field instructor to coordinate student learning experiences with the professor. The field instructor is responsible to:
2. Complete a Field Instructor Information Form before an experience occurs (Appendix F of the Field Guide)
3. Attend orientation and training sessions
4. Develop a learning climate and environment for the student in the agency through a workable learning/teaching plan or structure
5. Conduct an orientation to the agency
6. Educate the student about personal risks (i.e. physical health and safety) and appropriate protections
7. Provide suitable space, availability of desk, telephone
8. Meet weekly in a student-field instructor conference to provide feedback and act as educator and model
9. Give assignments geared to promoting the student's learning and professional growth as a beginning social worker
10. Structure assignments to help the student learn a broad range of social work interventions common to generalist social work practice
11. Serve as a role model for social work practice
12. Encourage innovative practice that is congruent with the program's objectives, ethics, and values of the profession
13. Set up and participate in individualized learning contracts with each student and with the professor (Appendices G and H of the Field Guide)
14. Evaluate the student's progress toward meeting his/her goals
15. Prepare a written evaluation of each student's performance each semester (Appendices K, L, and M)
16. Participate in a three-way conference at the beginning and near the end of the experience with the professor and the student
17. Be available to each student in emergency situations
18. Submit university forms as needed for evaluation and reporting
19. Be familiar with the social work curriculum
20. Inform the professor of any serious hindrance to learning
21. Provide a generalist social work experience in working in micro, mezzo, and macro settings
22. Hold the university harmless from any and all actions, causes of action claims, debts, expenses, damages and/or liabilities of any kind and nature resulting from each other’s performance hereunder.
23. CEDARVILLE UNIVERSITY is responsible to:
24. Maintain a social work program that includes a field experience component that meets the accreditation standards of the Council on Social Work Education.
25. Provide a field director who is responsible for recruiting and selecting agencies with qualified field instructors.
26. Agree to inform students that they shall not receive any salary, stipends, housing, medical insurance, reimbursement of expenses, or any other payments from the AGENCY in association with educational activities that are a subject of this agreement.
27. Hold the agency harmless from any and all actions, causes of action claims, debts, expenses, damages and/or liabilities of any kind and nature resulting from each other’s performance hereunder.
28. Adhere to rules and regulations that govern HIPPA.
29. The field director/professor is responsible to:
30. Enhance the teaching contribution of the field instructors by providing them with workshops, seminars, and orientation sessions, course syllabi, the Field Guide, and consultation
31. Offer field experiences that meet the program's criteria, for executing agreements between agency and the university as needed, for the orientation of field instructors to the program's curriculum and the background of the individual student
32. Help new field instructors plan for students in accordance with the objectives of field experience;
33. Hold orientation meetings for students prior to field experience
34. Keep records of student's time spent in field and evaluation reports
35. Meet with the field instructor and the student in three-way conferences at least once per semester during the field experience
36. Be available as a resource person for the student and as a consultant to the field instructor
37. Providing field seminar classes on campus for students in field experience
38. Complete field director’s Field Instructor Evaluation (Appendix V) and Field Director’s Agency Evaluation (Appendix W).
39. The STUDENT is responsible to:
40. Attend field experience orientation meetings at the beginning of the school year and go through the steps involved in obtaining an experience
41. Arrange an academic schedule during the junior and senior years so that the hours required for the experience can generally be scheduled in half-day/full-day segments
42. Perform in a professional manner and keep commitments to the agency, the field instructor, the clients, and the professor
43. Take the initiative in seeking advice and consultation or help from the agency field instructor or the professor
44. Bring to the attention of the professor questionable professional practices within the agency
45. Notify agency field instructors of unavoidable absences and tardiness in advance, as is expected in professional employment
46. Complete work assigned by the field instructor in the agency and the accountability documents required by the field director within specified deadlines
47. Conduct self as a member of the social work profession and abide by agency work policies, and procedures
48. Apply principles of social work learned in the classroom to the field and strive continuously to improve skills through periodic self-evaluation
49. Learn the ethics of the social work profession ( See Policies section of the Field Guide) and apply these principles to field experience at all times (confidentiality is especially important as an ethical principle)
50. Comply with all applicable state, federal, and local laws regarding the confidentiality of client/patient information and medical records
51. Prepare evaluation reports, beginning with the learning contract
52. Meet agency requirements of having a car for field experience
53. Conduct oneself in a professional manner, which is consistent with the standards found in the Cedarville University Handbook. The student shall adhere to the mission and lifestyle commitment of Cedarville University, which holds to principles from the Word of God that guide personal development and governs one’s behavior.

Section 5. Term of Agreement

The term of this agreement shall be for two academic semesters beginning on Click here to enter a date.. Either party may cancel this agreement for any reason upon sixty (60) days prior written notice to the other party.

IN WITNESS THEREOF, the parties have executed this agreement in duplicated originals, each of which shall be regarded as an original though constituting but one agreement, on the day and year set forth above.

Click here to enter text. Date: Click here to enter a date.

AGENCY Representative

Click here to enter text. Date: Click here to enter a date.

CEDARVILLE UNIVERSITY

Click here to enter text. Date: Click here to enter a date.

STUDENT