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BSW/MSW Field Practica Agency-School Affiliation Agreement

The *BSW/MSW Field Practica Agency-School Affiliation Agreement* shall serve as a letter of understanding between the agency/organization in which Students complete BSW/MSW field practica, specifically Agency Coordinators and Field Instructors/ Agency Mentors, (*herein after referred to as the "Field Setting"*) and the Memorial University School of Social Work, specifically Field Education Coordinators, Associate Deans, and, ultimately, the Dean of the School (*herein after referred to as the "School"*).

This agreement was signed on this _____ day of _____, 20 _____

between the

School of Social Work, Memorial University of Newfoundland

and

(name of Field Setting-organization or agency)

The BSW/MSW programs and field practica are solidly grounded in the Canadian Association for Social Work Education (CASWE-ACFTS) Standards for Accreditation (2014). These Standards state that:

1. Field education is considered a central component of social work education because the integration of knowledge, values, and skills in the context of field education is a critical and distinctive aspect of social work education (3.2 Preamble).
2. The purpose of field education is to connect the theoretical/conceptual contributions of the academic setting with the practice setting, enabling the student to acquire practice skills that reflect the learning objectives for students identified in the Standards (3.2 Preamble).
3. The field education curriculum provides opportunities for students to acquire, apply, and demonstrate knowledge and skills congruent with social work values and with the

core learning objectives for students as defined in the Standards (SB/M 3.2.4).

4. Field practica provide multiple opportunities for developing and refining a range of practice skills (SB/M 3.2.16).
5. The field education curriculum is consistent with the school's mission and goals and reflects the values of the relevant Social Work Codes of Ethics (SB/M 3.2.1).

Whereas the School is seeking to place Bachelor/Master of Social Work students with the Field Setting so that these students may obtain field experience;

And whereas the Field Setting is agreeable to negotiating with the School to provide field practica for BSW/MSW students;

This *BSW/MSW Field Practica Agency-School Affiliation Agreement* witnesses that the parties have agreed that the terms and conditions of the relationship be as follows:

1 The Field Setting and the School mutually agree:

- 1.1 To collaborate in the establishment and provision of field practica for BSW/MSW students;
- 1.2 To identify responsible persons in their respective organizations to assist with the identification, development, and implementation of field practica;
- 1.3 To keep confidential all documents, data, information, and other material provided to or obtained by either of the parties related to: patient/client care; Student performance; the particular mental health, physical, or environmental disabilities, challenges, or conditions, or any unforeseen personal circumstances of Students; and all other information identified by either party as confidential or personal information, in accordance with social work values and the CASW-ACTS Code of Ethics, the *Access to Information and Protection of Privacy Act (ATIPPA)* and other applicable privacy legislation, and the terms of the *BSW/MSW Field Practica Agency-School Information Sharing Agreement* and the *Student-School BSW/MSW Field Practicum Agreement*.

Within the School, said information may be accessed by offsite Field Instructors, Field Education Coordinators, program secretaries, and the Associate Deans. Within Field Settings, said information may be accessed by Field Instructors, Agency Mentors, and Agency Coordinators. The Dean of the School shall have access to said information in the case of an appeal or other special circumstances. Other persons may have access to said information, subject to mutual agreement by the Student, Field Setting, and School.

Confidentiality in Professional Practice: A cornerstone of professional social work relationships is confidentiality with respect to all matters associated with professional services to clients. Social workers demonstrate respect for the trust and confidence placed in them by clients, communities and other professionals by protecting the privacy of client information and respecting the client's right to control when or whether this information will be shared with third parties. Social workers only disclose confidential information to other parties (including family members) with the informed consent of clients, clients' legally authorized representatives or when required by law or court order. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable and imminent harm to a client or others. In all instances, social workers disclose the least amount of confidential information necessary to achieve the desired purpose. (CASW-ACTS Code of Ethics, 2005)

2 Responsibilities of the School:

- 2.1 The School designates positions (*Field Education Coordinators*) with responsibility for field education development, coordination, administration, and monitoring (SB/M 3.2.11).
- 2.2 The School designates individuals (*Field Education Coordinators*) to assume *faculty field liaison responsibilities* in order to maintain close, reciprocal, and ongoing relationships with Field Instructors/Agency Mentors; exchange important information; monitor the Students' educational experiences in field; and consult and collaborate with Field Instructors/Agency Mentors and Students regarding student progress or problems. (SB/M 3.2.15)
- 2.3 The School is responsible for initiating discussions with Field Settings regarding the number of Students participating in BSW/MSW field practica and their expected dates for commencing and completing their field practica. The Field Education Coordinators will facilitate appropriate matches between Students, Field Instructors/Agency Mentors, and Field Settings. (SB/M 3.2.13)
- 2.4 Whenever possible, the School shall provide advance written confirmation to Field Settings, outlining the number of Students who will be participating in the BSW/MSW field practica and the duration of those field practica.
- 2.5 Prior to the commencement date of field practica, the School will provide Field Settings with:
 - well-defined objectives of the BSW/MSW field practica;
 - Student academic preparation; and,
 - Student past field practica experience.The Student signature on the *Student-School BSW/MSW Field Practicum Agreement* signifies Student consent to the disclosure of said information to Field Settings.
- 2.6 The School ensures that Students with disabilities are accommodated in field practica (SB/M 3.2.7).

- 2.6.1 Reasonable accommodation means adjusting a course, program, policy, procedure, or the physical environment that adversely affects Students without compromising academic integrity or changing the essential educational requirements of BSW/MSW field practica.
- 2.6.2 Prior to the commencement date of field practica, the School also will provide Field Settings with relevant information regarding the Student's particular mental health, physical, or environmental disabilities, challenges, or conditions, or any unforeseen personal circumstances disclosed to the School by the Student, provided the Student consents to the disclosure of said information on the *Intent to Register in MSW Field Practicum* or the *BSW Field Education Application*.
- 2.6.2.1 If Field Settings agree to provide field practica for BSW/MSW Students and if, prior to the commencement date of field practica, Students disclose any mental health, physical, or environmental disabilities, challenges, or conditions, or any unforeseen personal circumstances that may require accommodation, Field Settings agree to provide reasonable accommodation during those field practica.
- 2.6.2.2 If Students do not disclose, prior to the commencement date of those field practica, information concerning any pre-existing mental health, physical, or environmental disabilities, challenges, or conditions, or any unforeseen personal circumstances that may require accommodation during those field practica, Field Settings are not expected to accommodate Students.
- 2.6.2.3 If, during the course of field practica, there arise any unforeseen mental health, physical, or environmental disabilities, challenges, or conditions, or any unforeseen personal circumstances that may require accommodation, Field Settings agree to negotiate the provision of reasonable accommodation during those field practica, wherever possible. Said negotiations may involve a meeting (in person and/or utilizing distance technology) which will include the Student, Field Instructors/Agency Mentors, and Field Education Coordinator or delegate, and may include the Agency Coordinator or delegate and/or Associate Dean or delegate.
- 2.7 The School is responsible for insuring that Students sign a *Student-School BSW/MSW Field Practicum Agreement*.
- 2.8 The School acknowledges and agrees that there will be, from time to time, exceptional circumstances that arise whereby Field Settings may find it necessary to require Students to leave Field Settings and terminate field practica on a temporary or permanent basis for what is deemed as inappropriate conduct or unacceptable performance on the part of Students or for circumstances related to Field Settings. The School acknowledges and agrees that Students never knowingly will compromise the well-being of the service recipients (individuals, families, groups, organizations, or communities) of Field Settings, and that Field Settings are the final authority on all aspects of care/intervention for service recipients (individuals, families, groups,

organizations, or communities) who are the focus of services.

- 2.9 The School acknowledges and agrees that there will be, from time to time, exceptional circumstances that arise whereby Students may find it necessary to leave Field Settings and terminate field practica on a temporary or permanent basis due to concerns with the Field Instruction or Field Setting, or due to personal circumstances.
- 2.10 The School acknowledges and agrees that there will be, from time to time, exceptional circumstances that arise whereby the School may find it necessary to terminate field practica on a temporary or permanent basis due to concerns with Students, Field Instruction, or Field Settings.
- 2.11 When field practica are terminated on a temporary or permanent basis, as outlined in sections 2.8, 2.9, or 2.10:
- 2.11.1 Any decision to ask Students to leave Field Settings and terminate field practica on a temporary or permanent basis will be taken only subsequent to a meeting (in person and/or utilizing distance technology) which will include the Student, Field Instructors/ Agency Mentors, and Field Education Coordinator or delegate, and may include the Agency Coordinator or delegate and/or Associate Dean or delegate. Other persons may be invited to the meeting, subject to mutual agreement by Students, Field Settings, and the School. *In exceptional circumstances, field practica may be suspended temporarily until a formal meeting is convened.*
- 2.11.2 Only after the concerns have been explored fully and alternative actions considered will a decision be made to terminate field practica. When such a course of action is taken, the School will terminate the field practicum at that Field Setting, and the Field Setting will provide a written assessment of the Student's learning and performance up to and including the time the field practicum was terminated. Students shall have access to this written assessment, as per the *Access to Information and Protection of Privacy Act* (ATIPPA).
- 2.11.3 When field practica are terminated, those present in the aforementioned meeting may discuss the grading outcome for the Student. It may be recommended that: 1) the Student will receive a Fail grade; or 2) the Student will not receive a Fail grade and will be permitted to continue SCWK 3300, 4302, or 6912 in a subsequent Field Setting. The final decision regarding the grading outcome of the termination rests with the Field Education Coordinator.

3 Responsibilities of the Field Setting:

- 3.1 Field Setting shall designate representatives (*Agency Coordinators*) to coordinate BSW/MSW field practica with the School.
- 3.2 Field Settings shall permit the School to place Students for field practica.

- 3.3 Field Settings shall have sole authority and discretion to determine the number of Students that shall be accepted by Field Settings.
- 3.4 Field Settings shall accept students without discrimination as defined by the Charter of Rights and Freedoms and provincial human rights legislation. Field settings shall be free of discriminatory practices both in personnel practices and in delivery of services (SM 3.2.17).
- 3.4.1 If Field Settings agree to provide field practica for Students and if, prior to the commencement date of those field practica, Field Settings receive relevant information regarding the Student's particular mental health, physical, or environmental disabilities, challenges, or conditions, or any unforeseen personal circumstances disclosed to the School by Students, Field Settings agree to provide reasonable accommodation.
- 3.4.2 If Students do not disclose, prior to the commencement date of field practica, information concerning any pre-existing mental health, physical, or environmental disabilities, challenges, or conditions, or any unforeseen personal circumstances that may require accommodation during those field practica, Field Settings are not expected to accommodate Students.
- 3.4.3 If, during the course of field practica, there arise any unforeseen mental health, physical, or environmental disabilities, challenges, or conditions, or any unforeseen personal circumstances that may require accommodation, Field Settings agree to negotiate the provision of reasonable accommodation during those field practica, wherever possible. Said negotiations may involve a meeting (in person and/or utilizing distance technology) which will include the Student, Field Instructors/ Agency Mentors, Field Education Coordinator or delegate, and may include the Agency Coordinator or delegate and/or the Associate Dean or delegate.
- 3.4.4 Reasonable accommodation means adjusting a course, program, policy, procedure, or the physical environment that adversely affects Students without compromising academic integrity or changing the essential educational requirements of BSW/MSW field practica.
- 3.5 The focus of BSW/MSW field practica shall be the education of Students. Field Setting personnel shall have a commitment to social work education and professional training. There shall be clear differentiation between work and Student learning assignments, and field instruction shall be educationally-focused.
- 3.6 Field Settings shall assure that Field Instructors have sufficient time and resources within the work schedule to develop planned learning opportunities and tasks, to prepare for educational supervision with Students, to attend school-sponsored workshops, and to prepare reports and evaluations (SM 3.2.18). A minimum of 18 hours of the 350 hour BSW Field practica and 30 hours of the 500 hour field practica are required to be allocated to field instruction.

- 3.7 Field Settings shall ensure that Students are under the direct supervision of designated Field Instructors who are acceptable according to the CASWE-ACFTS Standards for Accreditation.
- 3.7.1 Field Instructors at the BSW level shall hold, at a minimum, a BSW or MSW degree from an accredited social work program and two years of social work practice experience after graduation (SM 3.2.21);
- 3.7.2 Field Instructors at the MSW level shall hold, at a minimum, an MSW degree from an accredited social work program and two years of social work practice experience after graduation (SM 3.2.21)

All Field Instructors shall:

- 3.7.3 have an interest in social work education (SM 3.2.21);
- 3.7.4 be competent to help Students to meet the objective of learning to work effectively and appropriately with service users from diverse ethnic, cultural, and racial backgrounds (SM 3.2.20); and
- 3.7.5 have support from the Field Setting to permit adequate time for assuming field instruction responsibilities (SM 3.2.21).
- 3.8 Field Settings shall provide adequate facilities, equipment, and learning materials appropriate to the student's responsibilities and in keeping with available resources (SB/M 3.2.19).
- 3.9 Field Settings shall provide Students with all relevant Field Setting rules, regulations, policies, and procedures, in advance of Student experience with service recipients (individuals, families, groups, organizations, or communities). In addition, Field Settings shall advise Students that they are required to adhere to the rules, regulations, policies, and procedures of the Field Setting.
- 3.10 Field Instructors/ Agency Mentors, in collaboration with Students, shall complete a midterm and a final evaluation, which shall be submitted to the Field Education Coordinator in a timely manner.
- 3.11 Field Settings acknowledge and agree that there will be, from time to time, exceptional circumstances that arise whereby Field Settings may find it necessary to require Students to leave Field Settings and terminate field practica on a temporary or permanent basis for what is deemed as inappropriate conduct or unacceptable performance on the part of Students or for circumstances related to Field Settings. Field Settings acknowledge and agree that Students never knowingly will compromise the well-being of service recipients (individuals, families, groups, organizations, or communities) of Field Settings, and that Field Settings are the final authority on all aspects of care/intervention for service recipients (individuals, families, groups,

organizations, or communities) who are the focus of services.

- 3.12 Field Settings acknowledge and agree that there will be, from time to time, exceptional circumstances that arise whereby Students may find it necessary to leave Field Settings and terminate field practica on a temporary or permanent basis due to concerns with the Field Instruction or Field Setting, or due to personal circumstances.
- 3.13 Field Settings acknowledge and agree that there will be, from time to time, exceptional circumstances that arise whereby the School may find it necessary to terminate field practica on a temporary or permanent basis due to concerns with Students, Field Instruction, or Field Settings.
- 3.14 When field practica are terminated on a temporary or permanent basis, as outlined in sections 3.11,.3.12,.or 3.13:
- 3.14.1 Any decision to ask Students to leave Field Settings and terminate field practica on a temporary or permanent basis will be taken only subsequent to a meeting (in person and/or utilizing distance technology) which will include the Student, Field Instructors/ Agency Mentors, and Field Education Coordinator or delegate, and may include the Agency Coordinator or delegate and/or Associate Dean or delegate. Other persons may be invited to the meeting, subject to mutual agreement by Students, Field Settings, and the School. *In exceptional circumstances, field practica may be suspended temporarily until a formal meeting is convened.*
- 3.14.2 Only after the concerns have been explored fully and alternative actions considered will a decision be made to terminate field practica. When such a course of action is taken, the School will terminate the field practicum at that Field Setting, and the Field Setting will provide a written assessment of the Student's learning and performance up to and including the time the practicum was terminated. Students shall have access to this written assessment, as per the *Access to Information and Protection of Privacy Act* (ATIPPA).
- 3.14.3 When field practica are terminated, those present in the aforementioned meeting may discuss the grading outcome for the Student. It may be recommended that: 1) the Student will receive a Fail grade; or 2) the Student will not receive a Fail grade and will be permitted to continue SCWK 3300, 4302, or 6912 in a subsequent Field Setting. The final decision regarding the grading outcome of the termination rests with the Field Education Coordinator.

4 Insurance and Indemnification:

- 4.1 The School and Field Settings acknowledge and agree that the purpose of Article 4 is to ensure that neither is responsible for actions or omissions of the other party.
- 4.2 The School agrees to indemnify and save harmless Field Settings from all loss, cost, expense, judgement, or damage on account of injury or damage to persons or property,

including death, in any way caused by the negligence or wilful act of the School, its servants, agents, students, or employees related to or arising from field practica or other matters to which this Agreement pertains, together with all legal costs and expenses incurred by Field Settings in defending any legal action pertaining to the above.

- 4.3 The School agrees to maintain sufficient liability insurance to satisfy its obligations under 4.2 of this Agreement.
- 4.4 Field Settings agree to indemnify and save harmless the School from all loss, cost, expense, judgement, or damage on account of injury or damage to persons or property, including death, in any way caused by the negligence or wilful act of the Field Setting, its servants, agents, or employees related to or arising from field practica or other matters to which the Agreement pertains, together with all legal costs and expenses incurred by the School in defending any legal action pertaining to the above.
- 4.5 Field Settings agree to maintain sufficient liability insurance to satisfy their obligations under article 4.4 of this Agreement.
- 4.6 The parties acknowledge and agree that Students participating in field practica are not employees of Field Settings and shall not be entitled to employee benefits afforded to employees of Field Settings (unless otherwise agreed upon).
- 4.7 The parties acknowledge and agree that Students who are completing unpaid BSW/MSW field practica and who are: 1) participating in field practica within NL or 2) residents of NL and participating in field practica outside of NL or 3) residing in NL during the time they complete their courses and participating in field practica outside of NL are entitled to Workers' Compensation Coverage from the Workplace Health, Safety, and Compensation Commission of Newfoundland and Labrador. Students participating in unpaid BSW/MSW field practica are covered as workers of the Department of Education, Government of Newfoundland and Labrador, under Section 42 of the *Workplace Health, Safety, and Compensation Act*.

The parties acknowledge and agree that Students who are completing unpaid field practica and who are: 1) not participating in field practica within NL or 2) not residents of NL or 3) not residing in NL during the time they complete their courses, the School is responsible for obtaining Workers' Compensation Coverage in the province in which students complete unpaid BSW/MSW field practica (unless otherwise agreed upon).

The parties acknowledge and agree that Field Settings (as the employer) are responsible for obtaining Workers' Compensation Coverage for Students who completing a paid BSW/MSW field practicum.

5 Term and Termination

- 5.1 This agreement shall be in effect commencing this ____day of _____ 20 __ and shall continue from year to year thereafter unless terminated earlier in

accordance with article 5.3 of this Agreement.

- 5.2 This Agreement may be amended with the written agreement of both parties.
- 5.3 Either party, upon providing 30 days notice in writing to the other party, may terminate this Agreement. Such termination will come into effect at the end of the 30 day notice period, unless Students have commenced but not completed BSW/MSW field practica or Students have been assigned but not commenced field practica, in which case, termination of the obligations under this Agreement shall end following completion of those field practica.
- 5.4 Any notice or other communication by either party to the other must be in writing and must be given, and deemed to have been given, if either faxed, personally delivered, or mailed, addressed as follows:

Sheri M McConnell	
<i>Field Education Coordinator</i>	<i>Agency Coordinator</i>
School of Social Work	
Memorial University of Newfoundland	
St. John's, NL, Canada A1C 5S7	
(709) 864-2408 (fax)	

In witness whereof the parties hereto have caused their duly authorized representatives to execute this Affiliation Agreement as of this ___day of _____, 20 _____

Field Setting Designate (*Agency Coordinator*) Date

School of Social Work Designate (*Dean*) Date

Please email the completed document to scwkfield@mun.ca
or fax to (709) 864-2408.