

USC | School of Social Work

MEMORANDUM OF AGREEMENT
Between
UNIVERSITY OF SOUTHERN CALIFORNIA
SCHOOL OF SOCIAL WORK,
and

Anaheim Union High School District

- A. The School of Social Work, University of Southern California (the "School"), designates Anaheim Union High School District (the "Agency") as a School approved setting for instruction in the School's program of education for social work.

The School and the Agency commit themselves to cooperative efforts, as described below, in provision of supervised educational field experiences for students.

This agreement becomes effective on **June 3, 2008** and remains in force until **June 3, 2009**, except as provided below. This agreement may be renewed annually upon mutual agreement of the parties.

Either the School or the Agency may terminate this agreement at any time for any reason by providing at least 60 days advance notice to the other in writing that this agreement will be terminated, provided that students currently enrolled in the program at Agency at the time of notice of termination shall be given the opportunity to complete their clinical program at Agency. Every effort will be made to give as much notice as possible to the other party, regarding termination of this agreement, so as to minimize disruption to the student's education and the agency's service delivery system.

B. THE SCHOOL AGREES TO:

- 1) Work cooperatively with the Agency in designing appropriate field learning experiences to meet the objectives of the School's field education program.
- 2) Select and/or recommend for placement at the Agency students who appear to be most appropriate. It is understood that the Agency will have the opportunity to meet the students before placement begins. The Field Instructor will have access to information about the students, including: field placement forms, folders, and prior field evaluations.
- 3) After collaborative discussion with Field Instructor, carry final responsibility for decisions which affect the progress of the student, including the grade and awarding of credit.

- 4) Provide consultation to appropriate staff of the Agency in the general development of its field teaching program.
- 5) Provide opportunities for appropriate development of the Field Instructors through provision of meeting, institutes and seminars for experienced as well as beginning Field Instructors, and give adequate notice of such pertinent meetings and courses.
- 6) Provide a copy of the School's field manual plus other pertinent instructional material, such as: academic calendar, course outlines, field bulletins, evaluation guidelines, periodic updates.
- 7) Provide opportunities for appropriate evaluations of the performance of all parties to this agreement.
- 8) Keep Agency and Field Instructors informed about School activities and plans affecting field education.
- 9) Provide opportunities for Agency/Field Instructor participation in relevant School committees and activities.
- 10) Indemnify, defend and hold harmless Agency, its employees, agents and representatives, from all claims, actions, awards or judgments for damages, including costs, expenses and attorneys fees where liability is found to exist solely by reason of the grossly negligent acts or omissions of School's employees, agents, or representatives.
- 11) It is understood and agreed that University of Southern California student interns are not to be considered employees of the University of Southern California. Student interns are fulfilling specific requirements for pre-clinical or clinical experiences as a part of a degree program or otherwise. Student interns, in consideration of this service are paying for service under their tuition arrangements with the University of Southern California.
- 12) Notify students that they are subject, during their educational field experience at Agency, to applicable Agency regulations and that they must conform to the same standards as are set for Agency's employees in matters relating to the welfare of clients or patients and general Agency operation.
- 13) The School requires that student interns obtain professional malpractice insurance through a blanket policy secured by the School, before beginning their field placement experience. The coverage liability limits are \$1,000,000 each claim, and \$3,000,000 aggregate.

C. THE AGENCY AGREES TO:

- 1) Accept the policy of the School that students are assigned in accordance with the provisions of the federal and state civil right laws; also comply with all federal, state and local laws and ordinances concerning human subject research if students participate in a research program as part of a research team.
- 2) Adhere to the goals of the School as presented in its field education manual except in any circumstances wherein a said goal conflicts with Agency's stated policy, rule, or procedure.
- 3) Accept and treat the student's primary role as a learner and the field placement assignment as an educational experience. This includes the following:
 - a. permitting the student to receive needed support, assistance and instruction;
 - b. making available to the student appropriate cases and learning activities; and
 - c. permitting the student to participate in staff development and other training opportunities.
- 4) Provide the student with the resources necessary to carry out assigned educational and service tasks, including the following:
 - a. space that is sufficiently private for carrying on independent work and activity;
 - b. clerical service and supplies for records and reports produced for the agency; and
 - c. access to client and Agency records as appropriate to assigned tasks.
- 5) Provide qualified staff as Field Instructors for the student, subject to approval by the School.
- 6) Assure that each Field Instructor has adequate time within his/her work schedule to meet the requirements of the School's field education program; this involves release time in an amount commensurate with the time needed to fulfill designated field instruction responsibilities.
- 7) Assure that the Field Education Liaison is advised of policy and service changes and developments which may affect student learning or the School's curriculum.
- 8) Provide for reimbursement of all student travel expenses on Agency business that has approval of Field Instructor.

- 9) Provide the student with information available to its employees regarding personal safety when carrying out agency related assignments.
- 10) Comply with all state, federal and local laws, ordinances, rules and regulations regarding the operation of the Program, including laws and regulations concerning the confidentiality of Student records.
- 11) Comply with all applicable requirements of any accreditation authority and permit the authorities responsible for accreditation of the School's curriculum to inspect the facilities, services, and other items provided by Agency for purposes of the Program.
- 12) Indemnify, defend and hold harmless School, its employees, agents, trustees and representatives, from all claims, actions, awards or judgments for damages, including costs, expenses and attorneys fees where liability is found to exist by reason of the acts or omissions of Agency's employees, agents or representatives.

D. THE SCHOOL'S FIELD EDUCATION LIAISON AGREES TO:

- 1) Maintain contact with the Agency, administration, Field Instructor, and students throughout the year through site visits, telephone conferences or meetings on campus.
- 2) Monitor the field placement experience to ensure that the School's learning objectives are being met.
- 3) Consult with the Field Instructor regarding the development and implementation of the teaching plan as well as the School's policies and procedures.
- 4) Consult with students regarding their learning objectives, course selections and progress or problems in the field.
- 5) Review students' performance with Field Instructor and students as participants, to evaluate progress.
- 6) Identify problems as early as possible, and when necessary, devise a plan for their resolution. (This may involve reading process recordings and other written material prepared by the students and developing a specific learning contract with measurable objectives.)
- 7) Make the determination in consultation with the Field Instructor and student, as to whether replacement of students may be necessary, based on serious problems within the field site or the inappropriateness of the placements for the students.
- 8) Evaluate the placement, on an annual basis, with the Field Instructor.
- 9) Interview and approve new Field Instructors designated by the Agency administrators.

- 10) Coordinate the placement process for concentration year students and finalize placement decisions based on input from Agency administrators, Field Instructors, and students.

E. THE AGENCY'S FIELD INSTRUCTOR AGREES TO:

The Field Instructor must have a Master's Degree in Social Work from an accredited graduate school of social work, three years of post-Master's experience, and approximately one year's work experience within the field Agency; must have knowledge of, experience with, and commitment to professional Social Work values, education and practice. The Field Instructor will:

- 1) Carry out the specific educational objectives presented in the Field Instructor's Manual.
- 2) Accept foundation year students assigned by the School and participate in pre-placement contacts with these students when relevant, and/ or participate in the interview and assessment process for the purpose of concentration year student placements.
- 3) Orient students to the Agency, staff and other appropriate professionals, explain student roles, responsibilities and expectations; arrange for student participation in relevant staff, committee, and in-service training meetings whenever possible.
- 4) Assist the student in the development of a Learning Agreement that outlines field education expectations and learning objectives.
- 5) Provide foundation year students with a generalist exposure to professional Social Work practice and concentration year students with learning experiences appropriate to their specific concentrations.
- 6) Provide adequate and diverse cases to the student in meeting his/her educational needs. Approximately one half of the student's time in field placement should be spent in direct practice (excepting COPA and ISW students.)
- 7) Assume primary responsibility for the development and implementation of these learning activities and coordinate with other staff who may be involved in the student(s) field instruction, i.e. preceptors or task supervisors.
- 8) Provide a minimum of one hour of agency time weekly per student for regularly scheduled individual conferences, or one and one-half hours if no group supervision is available to student.
- 9) If more than one student is placed in the Agency, provide one hour of group instruction, at least every other week in addition to individual conferences.
- 10) Require and review, at least one written educational recording per week and utilize these as teaching tools which are to be made available to the Field

Education Liaison as needed. Tape/video recordings may be included in this requirement.

- 11) Involve students in on-going evaluations of their performance in the field placement, focusing on their specifically assigned tasks; inform students about, and attempt to address with them, any unsatisfactory performance or other problems that have been identified; submit written evaluations of student progress at times designated by the School.
- 12) Meet periodically with the Field Education Liaison for the purpose of planning, reviewing and evaluating the field experience.
- 13) Inform the Field Education Liaison promptly about any problem in field placement; and comply with School procedures as designated in the School manual.
- 14) Attend the field education seminar required for all new Field Instructors and attend periodically scheduled meetings and other activities for Field Instructors which are held at the School during the academic year.
- 15) Engage in a process of evaluation of the total educational experience in the field, which will include in-put from the Field Instructors, Field Education Liaison, and students.

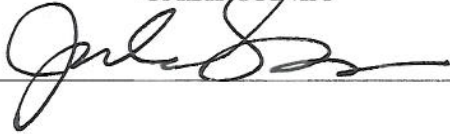
F. LIMITATION OF LIABILITY

To the maximum extent permitted by law, in no event will either party be responsible for any incidental damages, consequential damages, exemplary damages of any kind, lost goodwill, lost profits, lost business and/or any indirect economic damages whatsoever regardless of whether such damages arise from claims based upon contract, negligence, tort (including strict liability or other legal theory), a breach of any warranty or term of this agreement, and regardless of whether a party was advised or had reason to know of the possibility of incurring such damages in advance.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in Los Angeles, California.

UNIVERSITY OF SOUTHERN
CALIFORNIA

AGENCY

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X _____

By: Jolene Swain

By: David L. Cowen

Title: Acting Director of Field Education

Title: Assistant Superintendent

Date: June 3, 2008

Date: July 24, 2008

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