**Aurora University**

Affiliation Agreement

Social Work - Schedule A

This Schedule A forms a part of the Entire Agreement for Agreement: XXXXXXXX

1. **ACADEMIC PROGRAM CONTEMPLATED BY THIS SCHEDULE A:**

|  |  |
| --- | --- |
| Bachelor of Social Work |  |
| Master of Social Work |  |
| Doctor of Social Work |  |
| Post-Master’s Certificate |  |

1. **LEARNING OUTCOMES, ASSESSMENTS:**
   1. The University is responsible for the academic quality of the field experience.
   2. The University is responsible for establishing learning outcomes consistent with both program objectives and the field experience.
   3. The student shall deliver the learning agreement to the Agency early in the placement and to complete this document within 75 hours.
   4. The University will establish the learning outcomes (i.e. core competencies). The Agency and the student are responsible for designing the tasks necessary to achieve these outcomes.
   5. The University will solicit the Agency supervisor’s appraisal of student performance in accordance with the aforementioned rubric. However, the University retains sole discretion and responsibility for assignment and assessment of the field experience learning outcomes.
2. **UNIVERSITY RESPONSIBILITIES:**
3. To ensure that students engaged in field experience are properly registered students of the University.
4. To ensure that students placed with the Agency are qualified for the field experience, as demonstrated by fulfilling the subject and grade requirements of their particular program.
5. To establish a protocol for University evaluation of student performance and the achievement of academic objectives.
6. To evaluate and assess, with the input of the Agency, student performance.
7. To require students to comply with the rules and regulations of the Agency in which they are placed.
8. To require students to follow all instructions and directions given by the Agency supervisor in compliance with the Agency’s written policy.
9. To provide students with oversight by a university assigned field liaison who will maintain periodic communication with the University student and the Agency supervisor.
10. To agree that students will be subject to dismissal from the placement if continuing in the clinical experience jeopardizes the welfare of the Agency clients, pupils, customers, or employees.
11. To agree that students will be subject to a student review process, which may include dismissal from the Social Work Program for violations of the NASW Code of Ethics, University, and/or Agency policies.
12. To provide and execute an escalation policy for students to report their concerns with the placement or activities they are asked to perform.
13. To provide the student and Agency access to the Social Work Field Manual, necessary forms, and a calendar of field events and deadlines.
14. To establish a clear understanding with students that they are not considered employees of the Agency and are responsible for their own incidental costs including, but not limited to, transportation, uniforms, equipment, required background checks, and any other pre-placement requirements.
15. To provide training for all Agency supervisors on an annual basis.
16. To provide general liability insurance with a limit of not less than $1 Million per occurrence and $3 Million in the aggregate for injuries and damages including the liabilities associated with the indemnification cited in the controlling Agreement.
17. To provide limited professional liability insurance for faculty and students with limits of not less than one million dollars ($1,000,000) per occurrence or claim and three million dollars ($3,000,000) in the aggregate.

1. **AGENCY RESPONSIBILITIES:**
2. To assign students to qualified supervising professional who has indicated a willingness to work with social work interns. The supervising professional will provide a minimum of one hour structuredsupervision weekly to each student assigned.
3. To permit and encourage students to have a variety of experiences appropriate for the individual student’s internship level as outlined in the Social Work Field Manual.
4. To provide the student with a document of Agency policies and procedures for the field experience site.
5. To define for the student the extent of his/her responsibility and authority in relation to the entire Agency. This shall include a formal orientation and/or training period provided by the Agency orienting students to safety protocols in the event of emergencies or client crises.
6. To contribute to evaluation of student work as appropriate in relation to the placement, using the forms provided by the University and submitted to the University on or before the designated date.
7. At the request of the University**,** Agencyshall provide information or reasonable facility access to the university’s accrediting agencies for purposes of facilitating accreditation or re-accreditation of university programs.
8. To request medical information that is only pertinent to the student’s participation in an internship. Requested information will not exceed that required for paid employees.
9. To provide general liability insurance with a limit of not less than $1 Million per occurrence and $3 Million in the aggregate for injuries and damages including the liabilities associated with the indemnification cited in the controlling Agreement.
10. In the event that a work stoppage occurs during the time students are assigned, the students will assume the role of neutral persons and maintain an uninvolved status with respect to the work stoppage.
11. In the event that a work stoppage continues for more than five work days, the University may make arrangements for an appropriate substitute field placement at another Agency.
12. The Agency should refer to the Aurora University Social Work Field Manual (available online) for field experience objectives and guidance.

**AURORA UNIVERSITY** by: **AGENCY** by:

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Vice President for Finance Signature of Agency Representative #1

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Dean of Academic Unit Signature of Agency Representative #2

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