

**ARIZONA STATE UNIVERSITY**  
**SCHOOL OF SOCIAL WORK**  
**AGENCY AFFILIATION**

The ASU School of Social Work seeks formal affiliation with public and private nonprofit agencies whose policies and programs are consistent with the Mission of the ASU School of Social Work.

**Process:**

The potential Field placement agency's capability to provide the setting, experiences, supervision and instruction is assessed by the Field staff using the following procedures. In order to assume completion of these steps for Field placement of students, agencies are encouraged to make initial contact with the School at least six (6) months in advance of Field placement.

1. Identification of Potential Field Placement:  
Agency personnel, community persons, students and faculty may identify potential placements by contacting the Field staff.
2. Initial Agency Review:  
The Field staff reviews completed application materials and discusses potential affiliation with appropriate sequence chair. If application materials seem to indicate appropriate learning possibilities within the agency, an onsite visit is scheduled by the Field Education Coordinator.
3. On-Site Visit:  
The ASU School of Social Work Field Education Coordinator will visit the agency to review the application materials and to assess the potential for student placements. An important factor to assess is not only whether the agency can provide the appropriate resources and learning opportunities required by the School, but also whether the School can respond to agency interests and needs in a reciprocal fashion.
4. Recommendation to Faculty:  
If the results of the on-site visit are mutually satisfactory to the agency and the Field staff representative of the School, the Field staff recommends approval of the Field placement to the faculty pending completion of the Field Instructor Certification Training by the designated agency Field Instructor.
5. Field Instructor Certification Training:  
This training is designed to provide a basic orientation to the Field program of the ASU School of Social Work. All agencies who are interested in becoming affiliated as Field placement agencies with the School must send a designated social worker to this Field Instructor training (approximately 8 hours), which is scheduled twice a year to obtain Field Instructor Certification. These trainings are provided at no cost to participants.
6. Agency Confirmation and Agreement:  
The Agency is notified of approval after the *Social Work School-Agency Agreement* has been signed by the appropriate parties at both the Agency and the School.

After this process is completed, the Agency enters "affiliated" status with the ASU School of Social Work. The following terms define Agency-School relationships:

- Affiliated: Agency and School have reached an agreement, which provides ongoing Field placement opportunities.
  - Active: Affiliated agencies with current student placements.
  - Inactive: Affiliated agencies with no current student placements.
- Pending: Agencies that are in the process of developing placement and negotiating an agreement with the ASU School of Social Work.

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## AGENCY AFFILIATION

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- Closed: Agencies that may have been Field placement sites at one time, but are no longer affiliated with the School's Field program per Agency, School or mutual request.

### **Criteria for Selection of Agencies:**

Agencies are selected on their ability to give a student the opportunity to gain practical professional experience through directed instruction and supervision in activities and settings reflective of the Field guidelines for each level of the School's Field educational program. The following criteria are used to assess the Agency's capability to provide appropriate Field placements.

1. Commitment to active participation as a partner in professional education for social work. This is a primary criterion and involves an acceptance of the NASW Code of Ethics, the basic objectives of the Mission of the School's educational program and a readiness to invest time and effort in the educational process. Cooperative planning is required by both the School and Agency to facilitate the arrangements needed to enhance the student's learning.
2. Ability to provide the instructional staff, except as the School may be able to assign a faculty member to serve as Field Instructor for a student unit. It is expected that workloads may be adjusted for such staff in order to assure adequate time to meet the learning needs of students. The Agency considering a partnership with the School should assess both its capability to assume the obligations involved and the advantages derived from the association. A substantial investment of interest and staff time is essential.

In addition, the following expectations are basic for every affiliation:

1. The Agency should be able to assure the availability of an appropriate variety, quality and quantity of practice learning experiences with individuals, families, groups, organizations and communities.
2. The Agency will be expected to assure the availability of records prepared by students for instructional and evaluative use at the School, subject to appropriate professional safeguards.
3. The Agency will provide the physical facilities necessary to accommodate students. When possible, these include desk space, a meeting room for seminar instruction where indicated, facilities for privacy in interviewing and tutorial instruction, resources for necessary travel including home visits, provisions for dictation and other essential clerical services. The School encourages agencies to provide accessibility to handicapped persons.
4. Other Agency expectations regarding student transportation and the explanation of the difference between Field instruction and employment are detailed under separate headings.
5. Whenever possible, agencies are encouraged to make available educational stipends.

The School has found certain practices to be educationally desirable and will plan with the Agency where possible for implementation:

1. Placement of two or more students in the Agency is desirable, and at least two students with each Field Instructor.
2. Continuity in affiliation with the School and in assignment of Field Instructors.
3. Opportunities for learning experiences with staff, social workers and those from other disciplines.
4. Commitment of the Agency to high standards of education and practice as reflected by such standard setting organizations as the Family Service Association of America and the Child Welfare League of America.

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## **AGENCY AFFILIATION**

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### **Criteria of Selection of Field Instructors:**

The School and Agency select Field Instructors who satisfy the following criteria:

1. MSW with two years experience and LCSW preferred.
2. For BSW supervision, a BSW with two years experience.
3. Employment at agency for at least six months prior to becoming a Field Instructor.
4. Agreement to participate in Field Institutes and Field Instructor Certification Training, which are provided by the School for Field Instructors.
5. Interview with person to determine level of practice and interest in the education of social work students.

**Please Note:** Exceptions to the above-stated criteria may be given individual consideration by the Field Education Office and Program Committees.

### **Our Expectations of Field Instructors:**

Field Instructors will be expected to:

1. Complete the required **Field Instructor Certification Training**, which includes an orientation to the School's curriculum. (See above, "Process," Item 5.)
2. Develop a clear **Learning Contract** with the student about performance expectations. The expectations are to be stated in terms of behavioral learning goals, methods of achievement and standards of measurements. ([Link for Learning Contracts: BSW, MSW Foundation, MSW AD \(Advanced Practice\), MSW PAC \(Planning, Administration and Community Practice\):](http://ssw.asu.edu/field/studentforms.html) <http://ssw.asu.edu/field/studentforms.html>.)
3. Provide instruction on a regular basis and a supervisory conference, ordinarily one hour a week.
4. Develop specific practice opportunities, which will enable the student to fulfill the expectations of the Learning Contract.
5. Provide feedback to student -- on an ongoing basis -- as to performance.
6. Communicate to the student and to the faculty liaison about any unusual opportunities, conditions or problems as soon as they are evident.

**ARIZONA STATE UNIVERSITY  
SCHOOL OF SOCIAL WORK**

**VISION**

*Leaders in promoting social justice and enhancing quality of life  
through innovative education, research and service*

**MISSION**

*Prepare ethical and effective social workers and scholars who become leaders in the promotion of social justice, engage in best practices in the delivery of human services, contribute to shaping more just social policies, and devote their careers to finding the most effective means of serving those in need. The School emphasizes life-long learning, evidence-based practice, and understanding and respect for the unique social, political and cultural diversity of the Southwest.*

The School achieves its mission by:

- 1. Providing innovative educational programs that produce effective social work professionals, leaders and scholars dedicated to creating a more just and humane society;*
- 2. Conducting research that illuminates the causes and consequences of social injustices, seeks effective solutions to complex social problems, and provides effective means to implement these solutions in social policies and social work practice; and*
- 3. Engaging in service that promotes social justice, enhances quality of life, and creates a more humane society.*

## **AFFILIATION AGREEMENT**

### **ARIZONA STATE UNIVERSITY SCHOOL OF SOCIAL WORK AND THE DEPARTMENT OF SOCIAL WORK and**

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This Affiliation Agreement is entered into as of \_\_\_\_\_, 20\_\_ (the "Effective Date"), between the ARIZONA BOARD OF REGENTS for and on behalf of ARIZONA STATE UNIVERSITY (the "University") and \_\_\_\_\_ (the "Agency").

1. Term. The term of this Agreement shall commence on the Effective Date. This Agreement may be reviewed each year and may be revised or modified only by a written amendment signed by both parties.
2. General Terms.
  - 2.1 The purpose of this Agreement is to establish an affiliation between the University and the Agency to provide an educational experience for students.
  - 2.2 The University and the Agency will agree on a schedule for student participation at the Agency.
  - 2.3 The student's participation should complement the service and educational activities of the Agency. Students will not be used in lieu of professional or staff personnel and will be under the supervision of an Agency representative.
  - 2.4 Each student is expected to perform with high standards at all times and comply with all written policies and regulations of the appropriate department of the Agency.
  - 2.5 Either the Agency or the University may require withdrawal or dismissal from participation at the Agency of any student whose performance record or conduct does not justify continuance.
  - 2.6 Neither the University nor the Agency is obligated to provide for the student's transportation to and from the Agency or for health insurance for the student.
  - 2.7 A meeting or telephone conference between representatives of the University and the Agency will occur at least once each semester to evaluate the educational program and review this Agreement.
  - 2.8 Statements of performance objectives for this educational experience will be the joint responsibility of University and Agency personnel.
  - 2.9 Each student must adhere to the Agency's established dress and performance standards.
3. Agency's Obligations.
  - 3.1 The Agency agrees to appoint a Field Instructor who has a bachelor or master's degree in social work or who has the knowledge and experience University considers essential. The Field Instructor will attend a certification training hosted by the University. The Field Instructor shall be responsible for the educational activities of University students participating under this Agreement.
  - 3.2 The Field Instructor will be available a minimum of one hour weekly per student for individual conferences.

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- 3.3 The Field Instructors will accept, as their teaching objectives, the stated behavioral objectives as outlined in the School's/Department's Field program and the Learning Contract.
- 3.4 Agency will make available to the student, through the Field Instructor, learning experiences which are suitable in quality and quantity for the student's maximum professional growth.
- 3.5 The Agency agrees to submit to the University an evaluation of each student's progress. The format for the evaluation is established by the University in consultation with the Agency.
- 3.6 The Agency is responsible for the acts and omissions of its employees and agents and must maintain adequate insurance (which may include a bona fide self-insurance program) to cover any liability arising from the acts and omissions of the Agency's employees and agents. The Agency is not responsible for maintaining insurance to cover liability arising from the acts and omissions of the employees and agents of the University. University students are not deemed to be employees of Agency by virtue of this Agreement.
- 3.7 Any other provision of this Agreement to the contrary notwithstanding, the parties acknowledge that Arizona State University is a public institution and instrumentality of the State of Arizona and, as such, any indemnification or hold harmless provision is limited as provided by the laws of the state of Arizona, including without limitation Article 9, Section 7 of the Arizona Constitution and [Sections 35-154](#) and [41-621 of the Arizona Revised Statutes](#). Consequently, the University's liability under any claim for indemnification is limited to claims for property damage, personal injury, or death to the extent caused by acts or omissions of the University.

#### 4. University's Obligations.

- 4.1 The University will provide an administrative framework and a teaching faculty adequate in number, qualifications and competence to develop and carry forward its instruction and supervision.
- 4.2 The University will provide Agency with a manual stating objectives, policies and content of Field instruction.
- 4.3 The University will be responsible for developing and carrying out procedures for student selection and admission.
- 4.4 The University will designate a University representative to coordinate scheduling, provide course information and objectives, and assist in advising students.
- 4.5 The University will be responsible for evaluating the overall achievement of the student and will assign the Field grade.
- 4.6 The University is responsible for the acts and omissions of its employees and agents and maintains insurance coverage through the State of Arizona's Risk Management Division self-insurance program to cover liabilities arising from the acts and omissions of the University's employees, students, and agents participating under this Agreement. The University is not responsible for maintaining insurance coverage for liability arising from the acts and omissions of the Agency's employees and agents.

#### 5. State of Arizona Provisions.

- 5.1 Nondiscrimination. The parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act, and affirmative action.

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- 5.2 Conflict of Interest. This Agreement is subject to [Section 38-511 of the Arizona Revised Statutes](#). This Agreement may be cancelled if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of University is, at any time while this Agreement or any extension thereof is in effect, an employee or agent of the other party to this Agreement in any capacity or a consultant to any other party with respect to the subject matter of this Agreement.
- 5.3 Notice of Arbitration Statutes. Notice is provided of [Sections 12-133 and 12-1518 of the Arizona Revised Statutes](#).
- 5.4 Failure of Legislature to appropriate. If University's performance under this Agreement depends upon the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then University may provide written notice of this to Agency and cancel this Agreement without further obligation of University. Appropriation is a legislative act and is beyond the control of University.

6. Miscellaneous.

- 6.1 Each party shall be responsible for its and its agents' negligence, actions and omissions.
- 6.2 Neither party shall have the right to assign this Agreement without the prior written consent of the other party.
- 6.3 This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter. No prior or contemporaneous agreement or understanding will be effective. This Agreement shall be governed by the laws of Arizona, the courts of which state shall have jurisdiction over its subject matter.
- 6.4 The individual signing below on behalf of Agency hereby represents and warrants that s/he is duly authorized to execute and deliver this Agreement on behalf of Agency and that this Agreement is binding upon Agency in accordance with its terms.

**AGENCY:**

\_\_\_\_\_  
 \_\_\_\_\_

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**UNIVERSITY:**

THE ARIZONA BOARD OF REGENTS  
 acting for and on behalf of  
 ARIZONA STATE UNIVERSITY

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Last revised: March 2008



College of Public Programs
School of Social Work

Field Agency Profile

Contact Information:

Date: \_\_\_ / \_\_\_ / \_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suite # / Room # / Building #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country (if other than U.S.A.): \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Website Address: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Contact Information: \*Certified Field Instructors have attended required SSW training.

Administrator: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EXT# \_\_\_\_\_

\*Field Instructor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EXT# \_\_\_\_\_

Field Instructor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EXT# \_\_\_\_\_

Certification Training for Field Instruction: Please notify me of future training(s): \_\_\_ Yes \_\_\_ No

Agency Profile:

1) Agency Region and Funding Status (check all that apply):

- Urban, Rural, Urban / Rural, Tribal Reservation, U.S.A. / Mexico Border Area, Public, Private for profit, Private non profit

2) Field of Service Delivery (check all that apply):

- Advocacy, Adoption/ Foster Care, Aging/Gerontology, Animal/Human Connection, Behavioral Health In-Pt, Behavioral Health Out-Pt, Chemical Dependency & Recovery, Child Protective Services, Child Welfare Residential, Crisis Response Services, Disability Resources, Domestic Violence, Early Childhood Development, Family/Children's Services, Forensic Services, GLBTQ, Health Care/Medical, HIV, Homeless Outreach, Hospice - Palliative Care, Housing (Affordable), Human Rights, Legal Advocacy, Men's Recovery Services, Monolingual Services, Parenting Services, Populations of the Southwest, Prevention Services, School-based Social Services, Veteran's Services, Women's Recovery Services, Workforce Re-Entry, Other: \_\_\_\_\_

(Continued)

Continued: Profile of Persons Served at Agency (approximate percentages from last census):

<u>ETHNICITY</u>	<u>AGE</u>	<u>SEX</u>
_____ % Asian	_____ % Infants	_____ %Female
_____ % African American	_____ % Children	_____ % Male
_____ % Caucasian	_____ %Adolescents	_____ % Transgender
_____ % Latino/a	_____ %Young Adults	
_____ % First Nations	_____ % Adults	
Tribe(s): _____	_____ % Geriatric	
_____		
_____ Other: _____		

3) Program of Study Requested: (check all that apply):

- BSW / Undergraduate (Generalist practice and case management opportunities)
- MSW Foundation (Micro practice with individuals, families and groups; case management)
- MSW Direct Practice (Individual, group, and family micro practice opportunities)
- MSW Planning & Administration (Creating or modifying programs, conducting community/agency research, program evaluation, grant writing, development of policies and procedures, and working with boards of directors)
- MSW Community Practice (Community organization/mobilization, conducting needs/assets assessments, grant writing, grassroots fundraising, developing community leaders, program evaluation, lobbying, and monitoring legislation)

4) Please cite the number of internship slots available for each academic block:

BSW / Undergraduate	Fall/Spring semesters: _____	Spring/Summer _____	Summer Block _____
MSW Foundation Year	Fall/Spring semesters: _____	Spring/Summer _____	Summer Block _____
MSW Direct Practice (ADP)	Fall/Spring semesters: _____	Spring/Summer _____	Summer Block _____
MSW Planning, Administration and Community (PAC) (*PAC Faculty approval required prior to student placement).	Fall/Spring semesters: _____	Spring/Summer _____	Summer Block _____

5) Availability of Internship Hours:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Traditional Hours<br>(M-F, 8am-5pm) | <input type="checkbox"/> Weekend Days (Sat/Sun) | <input type="checkbox"/> Special Accommodations<br>Available: _____ |
| <input type="checkbox"/> Evening Hours: _____                | <input type="checkbox"/> Evenings and Weekends  |   |

6) Paid placement or stipend available to student per semester:

- |   |  |          |
|---|--|----------|
| <input type="checkbox"/> Stipend amount<br>\$ _____ | <input type="checkbox"/> Second Language Stipend<br>Amount | \$ _____ |
|   | <input type="checkbox"/> Hourly Amount                     | \$ _____ |

7) Second Language Preference:

<u>Language</u>	<u>Fluency Level</u>		
<input type="checkbox"/> Spanish	<input type="checkbox"/> 50%	<input type="checkbox"/> 75%	<input type="checkbox"/> 100%
<input type="checkbox"/> Other: _____	<input type="checkbox"/> 50%	<input type="checkbox"/> 75%	<input type="checkbox"/> 100%
<input type="checkbox"/> Preferred, but not required.			

8) Please submit Internship Job Description with Agency Profile.

