

**Affiliation Agreement Between  
Concord University Social Work Program**

**AND**

\_\_\_\_\_  
**Agency**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Date**

This agreement is made between the Concord University Social Work Program, Athens, West Virginia, and \_\_\_\_\_, hereinafter collectively referred to as “the parties” or individually as “party”.

This agreement is proposed to affect a relationship between the two parties for the purpose of the availability of facilities for social work education. This Agreement shall be effective upon mutual execution by the Parties with the later date affixed being the effective date. The Parties agree that the Initial Term for this Agreement shall commence on the effective date and shall continue for a period of two (2) years. Thereafter, this Agreement may be renewed upon mutual written consent of the parties for three (3) successive one (1) year periods. This agreement may be terminated/amended by either party at anytime, provided thirty (30) days written notice is given.

**Section I. Responsibilities and Obligations of the Social Work Program**

The Program:

- Will plan placements with the agency and will periodically consult with the designated practicum instructor to monitor the student’s adjustment and progress.
- Will provide ongoing communication with the practicum instructor, including a minimum of three “visits” (via Zoom) to the agency (two during summer placements) and more frequently when needed and feasible.
- Will conduct meetings for practicum instructors regarding practicum instruction questions and issues, and solicit suggestions and recommendations.
- Will provide the necessary instructions and other pertinent information for practicum instructors during each semester.
- Will assign to the agency students who are academically qualified.
- Will hold students accountable for conforming to professional standards of conduct.
- Acknowledges the right of the agency to require the program to withdraw any student for unprofessional conduct and/or unsatisfactory performance, provided negotiations involving the student, the program, and the agency are unsuccessful.

**Section II. Responsibilities and Obligations of the Agency**

The Agency:

- Will provide learning opportunities for (a) direct practice with client systems of various sizes and types, (b) opportunities to utilize agency and community resources, and (c) interaction with other community services and professionals.
- Will recognize the need for professional education for professional practice.
- Will provide a regular placement site for the student.
- Will designate a qualified practicum instructor to perform the following duties:
  - plan orientation period for student
  - suggest relevant reading materials for the student
  - assist the student in further development of professional oral and written communications skills
  - notify faculty liaison of student's progress and/or problems
  - conduct weekly supervisory conferences with the student
  - provide mid-term and final evaluations of the student
  - assist and support the student in research of practice methods/issues
  - participate in practicum instructors' meetings

### **Section III. Specific Structured Learning Opportunities**

Educational requirements meeting CSWE standards will be discussed during Practicum Instructor Training.

#### **Student Responsibilities / Other:**

**Due to the nature of the organization, Concord University does not require background investigations or drug testing for our students. The notification of this requirement will be forwarded to each individual student planning to complete their field practicum with you. The student will be responsible to provide the results of the investigation and the results of the drug testing to your agency through an appointed representative.**

**Additionally, due to the nature of our organization, Concord University has no information about the status of Selective Service registration for any of our students.**

**Due to the nature of the organization, Concord University does not require the submission of medical records (including immunizations / vaccinations) from our students. Therefore, each student will be apprised of the request for medical information and will be responsible for providing the requested information to your agency.**

**Finally, as a result of our standing as a public university in the State of West Virginia, we are legally prohibited from signing any contract calling for indemnification.**

Dr. Bethany Meighen

**President, Concord University**

**(SIGNATURE)**

**Date**

Terri H. Philpott

Terri H. Philpott Ph.D. Candidate, (SIGNATURE)

Date

MSW, ACSW, LCSW

Director of Practicum Education

Concord University

Printed Name of Agency

Agency Representative (SIGNATURE)

Title of Agency Representative

Date Signed by Agency Representative