

COOPERATIVE AGREEMENT FOR FIELD EXPERIENCE  
AUBURN UNIVERSITY SOCIAL WORK PROGRAM

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

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

Name of Director: \_\_\_\_\_

Name of Supervisor of Students: \_\_\_\_\_

By signing this agreement the Auburn University Social Work Program and \_\_\_\_\_  
agree to cooperate in the provision of field instruction to undergraduate students \_\_\_\_\_ Agency  
enrolled in the Social Work Program.

**The Auburn University Social Work Program will:**

1. Assume initial responsibility for selection of students to be placed.
2. Provide \_\_\_\_\_ (Agency) with an opportunity to review any candidate and appropriate records for placement.
3. Provide \_\_\_\_\_ (Agency) with a written statement of the student's health status, if necessary.
4. Provide at least one faculty member of the social work program as liaison between the social work program and the field instruction organization. The liaison will: (a) visit the student on site at least once a semester (b) discuss with the supervisor of the placed student the progress of the student at least twice a semester; (c) be available to supervisor for immediate consultation regarding problems pertaining to student; (d) share with the direct supervisor information regarding University resources that might be made available to the organization or its members.
5. Provide a statement of general learning objectives applicable to field instruction.
6. Designate additional learning objectives that are applicable to instruction to  
\_\_\_\_\_ (Agency)

The additional objectives are:

- a.
- b.
- c.

7. Have responsibility for the final determination of the placed student's grades and credit hours earned.
8. Not assume any liability for students in field experience settings. Students are required, however to purchase liability insurance through NASW or Auburn University prior to the beginning of the placement.

**The \_\_\_\_\_ (Agency) will:**

1. Provide the social work program with an up-to-date description of the service organization and the possible points of utilization of social work students consistent with the general and specific field instruction objectives.
2. Accept no more than \_\_\_\_ social work students a semester.
3. Accept students in field placement without regard to race, sex, age, ethnic origin, religion, disability, political beliefs, or any other nonperformance standard.
4. Have the right to reject students offered for field placement for reasons relating to the student's ability to function within the service organization and in response to the specific tasks and assignments associated with the field placement.
5. Provide field instruction that is consistent with the educational objectives of the Auburn University Social Work Program
6. Provide a direct supervisor of a placed student who will:
  - a) meet with student to review the student's work at least one hour every week.
  - b) be familiar with texts and other course material utilized in the social methods course taught by Auburn University
  - c) attend the scheduled meetings of field supervisors held at Auburn University
  - d) prepare written reports on student progress including final evaluation report, consistent with the report forms provided by the social work program
  - e) be available for consultation with faculty of the social work program regarding either individual students or the field work program generally.
7. Provide social work students opportunities to utilize organizational resources reasonably equivalent to those provided regular employees carrying similar responsibilities. This provision includes office space, telephone, clerical services, supplies, access to records, and access to clientele.
8. Cooperate in the utilization of all de-personalized case records, agency reports and other materials related to the organization's services and its processes in university social work courses. In the case of all materials, other than those made available to the public, prior approval of the direct supervisor will be required before utilization in courses.
9. Certify that its administrative policies are in compliance with the Civil Rights Act, its amendments and executive orders with respect to students, staff, and clients. Recruitment, training, and evaluation procedures are conducted in a manner which will assure equitable treatment of students without regard to sex, age, race, creed, national origin or handicapping conditions and are designed to encourage the recruitment and participation of minority students and staff.

In the case of an expressed desire on the part of the placed student or field instruction organization to terminate prior to the ending of the field placement period the following procedure will be effected:

1. A written request for termination from either the student or the direct supervisor must be submitted to the faculty liaison person.
2. A meeting will be called including the student, the direct field supervisor and the faculty liaison to review the relevant facts.
3. The faculty liaison will submit a review of the facts together with a recommendation for disposition to the Director of the Social Work Program, Auburn University.
4. The Director in consultation with the director of the field placement agency or his or her representative shall render a binding judgment.

This contract shall be operable for one year from the date of signing. Amendments shall be made during this time only by mutual consent of the Social Work Program of Auburn University and:

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

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Signature, Director of the Agency, Title

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Signature, Director of Field Instruction, Social Work Program – Auburn University.