MEMORANDUM OF UNDERSTANDING BETWEEN

NORFOLK STATE UNIVERSITY

700 PARK AVENUE

NORFOLK, VA 23504

AND

Agency Name

Agency Address

Agency City, State, and Zip Code

Norfolk State University has an accredited **School of Social Work** that requires educating students through practical experiences in a professional social work setting with expert supervision. **Agency Name** is an agency that meets the professional social work standards established by the profession and is appropriate for providing students with practical social work experience in a supervised setting while providing quality services to the community.

It is mutually agreed by Norfolk State University, located at 700 Park Avenue, Norfolk, Virginia 23504 (hereinafter designated as “University”) and **Agency Name**, located at **Agency Address, City, State, and Zip Code** (hereinafter designated as “Agency”), that practical experience for social work students will be provided by the Agency.

The University and the Agency, in mutual cooperation, will participate in the selection of students for the learning experience. There will be close planning between the University and the Agency prior to and during the learning experience.

The University will be responsible for the students’ academic phase and will assure that the curriculum is designed to support the students with courses best suited to the delivery of services in a professional manner. The Agency will retain full managerial responsibility for program tasks and services related to Agency functions and will maintain administrative and professional supervision of students insofar as their presence affects the operation of the Agency. Faculty representatives and Agency supervisors will evaluate the students’ performance by mutual consultations and in accordance with guidelines published by the University.

The University will assign a faculty member (“Faculty Liaison”) to the Agency who will assist with student adjustment to the setting, review the quality and depth of the training experiences, and support the Agency supervisor and/ or Agency staff in ways consistent with

Agency functions and student training.

The University will furnish faculty supervision for students in Agency settings where professional social work supervision may be required.

The University’s general objectives for student training in the Agency setting are to:

1. Alleviate stress in clients and clients’ social systems.
2. Improve communications and understanding between clients and the systems.
3. Improve and enhance clients’ contributions to their own rehabilitation efforts.
4. Assist clients and systems in finding and utilizing appropriate community resources.
5. Assist clients and Agency in appropriate implementation of action plans.
6. Provide data for planning and implementation of interdisciplinary approaches to problem solving.

The University will assess students assigned to Agency for the following proficiencies:

1. Completion of individual, family, group, and community assessments.
2. Provision of individual, group, and family counseling.
3. Advocating and negotiating for community resource development.
4. Collating data, evaluating patient and family social and environmental needs, and assisting in preparation of reports.

The University, including students in internship programs, is covered by the Commonwealth’s Risk Management Plan of the Division of Risk Management. The University will provide the Agency with a “Certificate of Insurance” for liability coverage within the parameters and limits of the Plan, which Certificate will provide coverage up to the limits provided for in Va. Code§ 8.01-581.15 (1950), as amended.

The University will notify students of the following requirements through the Field Practicum orientation and seminar.

The Students assigned to Field Practicum position are required to:

1. Develop a commitment to the values of the profession and respect for the values of people served.
2. Work within the practice and procedure of the Agency and be prepared to discuss aspects of policies and procedures with appropriate Agency personnel.
3. Be in regular attendance at the Agency as required, adhering to the same workday hours as the professional staff; make up time lost due to illness.
4. Prepare for and participate in supervisory conferences and bring to the attention of the Agency supervisor any obstacles interfering with the learning process.
5. Participate in all Eminent Scholar and school sponsored student seminars as a part of the seminar requirement.

The University understands that the Agency will provide the following for Field Practicum

students:

1. Orientation to the setting.
2. Specific opportunities for students to furnish direct service to clients and families of clients.
3. Professional tasks related to the Social Work Field Practicum program design, evaluation criteria, planning components, community organization, and research, when there is an opportunity to provide training experiences beyond direct services.
4. Working space, equipment, and other materials necessary to accomplish assignments.
5. Opportunities for appropriate student involvement and/or observation in in­ service training, professional consultation workshops, and institutes.

Nothing in this Agreement establishes any relationship of employment, partnership, joint venture, franchise, independent contractor or agency between the parties. Neither party will have the authority or power to bind the other or incur obligations on the other's behalf. The student(s) are volunteers for the Agency, and nothing in this Agreement establishes any relationship of employment, partnership, joint venture, franchise, independent contractor or agency between the Agency and the student(s).

This Memorandum of Understanding may be terminated at any time by either party giving thirty (30) days written notice to the other party and taking into account and recognizing the training needs of the student. This memorandum is not to be construed as a legal contract but rather should be viewed as an understanding of certain functions and responsibilities of both parties concerned with student training.

Date:

Norfolk State University Representative

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Dr. Javaune Adams-Gaston

President

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Dr. Aurelia T. Williams

Provost & Vice President of Academic Affairs (I)

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Dr. Isiah Marshall

Dean Ethelyn R. Strong School of Social Work

Date:

Name:

Agency Representative