

**North Carolina Agricultural and Technical State University  
The University of North Carolina at Greensboro  
Joint Master of Social Work Program (JMSW)**

**STANDARD INSTRUCTIONAL AGREEMENT**

I. Parties

This Instructional Agreement (Agreement) is entered into between the Joint Master of Social Work Program (JMSW), between North Carolina A&T State University (NC A&T SU) and The University of North Carolina at Greensboro (UNCG) and firm/organization \_\_\_\_\_ (Agency), (collectively, the Parties).

II. Purpose

The parties specified in this Agreement have determined that they have a mutual interest in providing student learning experiences at Agency. The JMSW Program has determined that student placements in Agency are consistent with the goals and objectives of the curriculum and will enhance the program of study. This Agreement confirms the mutually agreed terms and conditions of supervised learning experiences to be performed at Agency.

III. Term

- A. The term of this Agreement shall commence on the date upon which the last signature is affixed hereto and will automatically renew annually unless either party provides at least ninety (90) days written notice of its intent to terminate prior to the expiration of the then current annual term.
- B. This Agreement may be terminated by either party upon written notice of at least ninety (90) days. In the event of a termination, the Parties should use their best efforts to ensure that the termination will not negatively affect students currently placed at Agency.

IV. Compliance with NC A&T SU, UNCG and Agency Policies

- A. Students working in Agency will be subject to the universities' Academic Honor Policy and the Student Code of Conduct, copies of which will be provided to Agency by the JMSW Faculty Liaison. If alleged violations occur, Agency will notify Faculty Liaison. If such alleged violations reasonably seem to pose a continuous threat to others, the alleged violator may be suspended immediately by the Agency from participating in Agency activities.
- B. Agency may also require student participating in Agency activities to comply with its own operational policies and procedures.

## V. Responsibilities of the Parties

### A. The Universities shall:

1. Notify students of appropriate placement opportunities for the experiential learning activity;
2. Approve placement site and learning objectives;
3. Select and register students for placement;
4. Award University credit to students;
5. Identify for the Agency the Faculty Liaison who will be the primary contact for specified learning activities;
6. Participate in planning and evaluation regarding learning activities;
7. Provide Agency with current field placement manual identifying policies and procedures. The Agency will also be provided with evaluation forms and deadlines;
8. Inform Agency of the JMSW field program calendar and initiate discussions of students' obligations to report to Agency, if necessary, whenever classes are not in session; and
9. Implement procedures to notify students of obligations listed below:
  - a. Attend orientation sessions regarding learning activity;
  - b. Comply with all applicable policies and operational procedures of Agency;
  - c. Negotiate a set of learning objectives with Agency and the JMSW field program and provide to each a written statement of objectives set forth in the student's Learning Agreement;
  - d. Give prior notice of necessary absence to Faculty Liaison and appropriate Agency personnel;
  - e. Obtain and maintain any required health insurance and professional liability insurance with minimum amount of coverage for the student of \$1,000,000 per occurrence and \$3,000,000 aggregate. Faculty Liaison will, upon request, provide to Agency, a copy of the Certificate of Insurance that has been provided by student;

- f. Maintain professional standards of confidentiality;
  - g. Participate in all individual or group meetings associated with learning activity;  
and
  - g. Provide personal transportation to and from learning activity.
10. Compliance with Bloodborne Pathogens Standard: The Agency shall provide training to the students in universal precautions prior to assigning a student to participate in an internship at Agency. Agency will be responsible for providing appropriate personal protective equipment required to comply with OSHA Standards as such compliance relates to the performance of this Agreement. The Universities shall provide documentation to Agency that each participating student has received the hepatitis B vaccine or has declined such vaccine in writing.
- B. Agency shall:
- 1. Provide opportunities for student observation and/or participation on Agency premises;
  - 2. Provide a safe environment in compliance with all federal and state laws and inform the Universities and students of hazardous conditions and unusual circumstances that may create unsafe conditions;
  - 3. Provide to Faculty Liaison and students written policies and operational procedures to which students are expected to adhere while they are at Agency setting;
  - 4. Provide to Faculty Liaison a list of duties or job description for student placements with notation of any specific requisite skills or abilities, as well as identify essential functions of the position;
  - 5. Participate in planning and evaluation sessions with students and, where appropriate, with JMSW field faculty;
  - 6. Identify for Co-Directors of Field and Faculty Liaison the Agency personnel primarily responsible for supervising learning activity at Agency;
  - 7. Provide on-site supervision and guidance to learning activity;
  - 8. Provide timely final evaluation of student performance in the manner specified by the University;
  - 9. Conduct exit interviews with students that will include discussion of Agency's final evaluation; and

10. Notify Faculty Liaison of unsatisfactory performance or misconduct of a student and provide documentation of any charge to Faculty Liaison. If a student fails to comply with Agency's policies and procedures, Agency may immediately suspend or terminate that student from further participation in the program on its premises.

#### VI. Number of Placements

Agency and the JMSW Program will mutually determine the number of students to be placed at Agency for a given term. Agency and the Universities may decide to have no active placements for a period of time without affecting the continuation of this Agreement.

#### VII. Nondiscrimination

Both parties agree to perform their duties under this Agreement without discrimination on the basis of race, sex, religion, national origin, age, and disability. The Agency agrees to accept qualified students with disabilities from the Universities in accordance with Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990, and as amended. If the student has self-reported his/her disability to the Universities, the University's Department of Disability Services will consult with Agency's fieldwork supervisor on a case-by-case basis to determine whether the University or the Agency will provide reasonable accommodation(s). In the event the Agency furnishes the reasonable accommodation(s) for the student, the University agrees to reimburse the Agency for costs incurred by the Agency for providing the reasonable accommodation(s), except for accommodations involving permanent structural alterations to the Agency's property.

#### VIII. Monetary Compensation to Student

Students placed in learning activities under this Agreement receive University credit toward an academic degree, including where appropriate hourly units. Monetary compensation to students is not provided under the terms set out herein. Any agreement between Agency and a student for monetary compensation is separate from and outside the terms of this agreement. The University may not be made a party to such a compensation agreement.

#### IX. Employment

Students are not considered employees or agents of either the University or Agency except as agreed to between a student and Agency pursuant to Section VIII.

X. Entire Agreement

This Agreement represents the entire agreement between the parties and may not be modified without the written consent of both parties. This Agreement shall be construed and governed by North Carolina law and any disputes shall be filed in a North Carolina court of competent jurisdiction. In witness whereof, the parties hereto have caused this Agreement to be signed by their respective authorized representatives.

**For and on behalf of The Joint Master of Social Work Program:**

\_\_\_\_\_  
Field Co-Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
JMSW Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Department of Social Work- NC A&T SU

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Department of Social Work - UNCG

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, School of Health & Human Sciences - NC A&T SU

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, School of Health & Human Sciences - UNCG

\_\_\_\_\_  
Date

**For and on behalf of the Agency:** \_\_\_\_\_  
(Agency Name)

\_\_\_\_\_  
Name and Title (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date