

**ORANGE COUNTY  
BOARD OF EDUCATION  
AGENDA ITEM ABSTRACT**

**Meeting Date: January 13, 2014**

**AGENDA ITEM No. 14-01-09**

**ACTION ITEM: (Y/N) Y**

**SUBJECT: UNC Chapel Hill School of Social Work Agreement**

**INFO. CONTACT Dr. Marcie Holland PHONE: 919-732-8126**

**ATTACHMENT:** 1. Memorandum of Agreement between the UNC at Chapel Hill School of Social Work and Orange County Schools

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**PURPOSE:** The purpose of this item is to provide the Board of Education an opportunity to hear about and discuss the school district's agreement with the UNC Chapel Hill School of Social Work for placement of social work interns.

**BACKGROUND:** Orange County Schools works collaboratively with the colleges/universities across the state to place student interns in all licensure areas in our schools for their internship experiences. Each year, we place between 50 and 100 student interns throughout the district. A great number of these are from the colleges/universities located closest to Orange County Schools, including UNC Chapel Hill.

The School of Social Work at UNC Chapel Hill Memorandum of Agreement is one that is entered into every three years.

The Agreement has been reviewed by the Board attorney.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The Superintendent recommends the Board of Education approve the UNC Chapel Hill School of Social Work Agreement.

MEMORANDUM OF AGREEMENT BETWEEN THE  
UNC at CHAPEL HILL SCHOOL of SOCIAL WORK and  
Orange County Schools

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The School of Social Work of The University of North Carolina at Chapel Hill designates the above agency as an approved setting for field instruction in the School's program of graduate education for social work, by the signing of this agreement. Also, by the signing of this agreement, both the School and the Agency commit themselves to cooperatively provide field instruction for students of the School as described below.

This agreement becomes effective on January 14, 2014, and remains in force for a period of **three years** unless either the School or the Agency indicates a need for review or change. Minor adjustments may be agreed upon by letter which should be then attached to each copy of this document.

**THE SCHOOL OF SOCIAL WORK AGREES TO:**

1. Consider the perceptions and recommendations of the Agency in all matters concerning its field instruction program;
2. Provide guidelines to students in preparing a learning agreement which includes student educational objectives and field learning experiences;
3. Take final responsibility for decisions regarding appointment of agency-nominated staff members as field instructors for the School;
4. Carry final responsibility for the administration of the field instruction program, including decisions which affect the progress of the student, such as grades, credits, and field instruction hours in the Agency;
5. Assume initial responsibility for the selection of student(s) to be placed at the agency, involve the agency in decisions regarding placement, and accept the agency's judgment as to the final acceptance of the individual student;
6. Provide the Agency pertinent written information concerning student(s) selected for the placement in the Agency and final decisions regarding placement;
7. Provide consultation to the Agency, field instructor(s) and other appropriate staff of the Agency regarding the general development of its field instruction program;

8. Provide a designated member of the faculty to serve as Faculty Liaison to the Agency in matters pertaining to field instruction. This Faculty Liaison (Field Advisor) will:
  - a. Serve as principle liaison between the School and the Agency including appropriate communication with the Director;
  - b. Make periodic visits to the Agency to assess the practicum setting, review student progress and consult with the Field Instructor on learning patterns or problems;
  - c. Be available to the Field Instructor for immediate consultation when requested; and
  - d. Share with the Field Instructor knowledge of the educational program of the School and pertinent information about the student's progress in other areas of the curriculum.
9. Provide opportunities for professional development of the Field Instructor(s) and other appropriate members of the Agency staff through provision of meetings, institutes, and/or seminars; and
10. Provide professional student liability coverage (\$1,000,000/\$3,000,000).

#### ADDITIONAL AGREEMENTS

- A. The IHE acknowledges that the Orange County Board of Education has adopted policies governing conduct on school property and agrees that interns will abide by any and all relevant Orange County Schools' policies while on school property. The Orange County Board of Education policies are accessible online at [http://www.orange.k12.nc.us/board\\_pages/board\\_policies.html](http://www.orange.k12.nc.us/board_pages/board_policies.html).

- B. Lunsford Act/Criminal Background Checks

All parties acknowledge that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school or other facility dedicated to the care of minors. The school system shall conduct criminal background checks and sex offender registry checks for all interns approved for placement in Orange County Schools. Under no circumstances shall any intern or agent be assigned to perform any duties on Orange County Schools' property or events if said individual appears on any of the aforesaid sex-offender registries. Failure to comply with this provision shall be grounds for immediate termination of the Agreement.

- C. SITE TERMINATION

1. A cooperating teacher/supervisor may initiate an intervention after consultation with the appropriate IHE supervisor, and if necessary, the school administrator.
2. The IHE recognizes that students must comply with all LEA policies and procedures. When a violation of policy occurs, the LEA will notify the IHE of the concern(s), and if

requested by the LEA, the IHE will remove the student teacher/intern (or any student) from the setting, and the placement will be terminated.

3. After consultation with the LEA personnel, an IHE supervisor may initiate termination of a placement.

4. A student teacher/intern may request review of a placement through the appropriate IHE supervisor.

5. The IHE supervisor will explain any termination of placement to the student teacher/intern.

6. A letter explaining the placement withdrawal should be sent by the IHE supervisor to the cooperating teacher/supervisor and a copy can be sent to the school administrator.

7. If a change in the cooperating teacher/supervisor assignment is necessitated due to a change in circumstances at the school, such change requires notification in writing by the LEA to the IHE.

#### **THE AGENCY AGREES TO:**

1. Accept students for placement in the Agency, the exact number to be negotiated annually by the Agency and the Field Education office;
2. Accept the assignment of students to the Agency without discrimination based upon race, color, national origin, age, sex, religion, disability, sexual orientation, gender identity/expression, or marital status;
3. Accept the guiding principle that any agency selected for field instruction should provide educationally sound field placements for both first and second year students;
4. Update annually the description of the placement (the function and purpose of the agency), including the learning opportunities anticipated, in order to help students and the School match students to placements;
5. Provide students with opportunities to participate in the overall agency program and activities as appropriate to educational needs, educational preparation and practice competency;
6. Accept and help to implement the objective of the School that field instruction should provide opportunities to reinforce learning from all areas of the School curriculum;
7. Provide qualified field instruction for the student(s) by the nomination of, subject to the approval of the School, those persons who will serve as Field Instructors;

8. Assure that each Field Instructor has adequate time within his/her work schedule to:
  - a. Meet the educational needs of the student, including: orientation to the Agency and its services; development of learning opportunities which include depth and variety; preparation for at least weekly conferences with each student;
  - b. Meet with the Field Advisor at periodic intervals to discuss learning opportunities and student performance;
  - c. Attend mandatory School-sponsored meetings, institutes, and seminars; and
  - d. Prepare reports and evaluations as required by the School.
9. Provide opportunities for planned student contact with Agency staff members, in addition to the Field Instructor(s), through whom appropriate learning opportunities can be provided;
10. Permit use of its facilities, as indicated, by students of the School during the period of placement, including;
  - a. Sufficient space for students, including a desk for each student in an area sufficiently private for carrying on his/her independent work and activities if available;
  - b. Convenient access to a telephone;
  - c. Office supplies, as needed, in the performance of responsibilities; and
  - d. Access to client and agency records appropriate to the student's learning experience.
11. Provide for adequate parking for student autos during practicum hours. Obtain a copy of the student's driver's license and automobile insurance (if needed).
12. Provide the UNC School of Social Work with the results of drug screening tests of the student intern (if applicable).

**GENERAL TERMS:**

1. Termination: The Agency may terminate the Agreement at any time at its complete discretion upon thirty (30) calendar days' notice in writing from Agency to the School prior to the date of termination; provided, however, that any termination will not take effect until the end of the academic semester in progress at the School of Social Work at the time of termination, absent extreme circumstances.
2. Records and Confidentiality of Student Information: The School agrees that all student records obtained in the course of the providing services to OCS under this agreement shall be subject to the confidentiality and disclosure provisions of applicable federal and state statutes and regulations, and OCS's policies. All student records shall be kept in a secure location preventing access by unauthorized individuals. The School will maintain an access log delineating date, time, agency, and identity of individual accessing student records who is not in the direct employ of the School. The School shall not forward to any person other than parent or OCS any student record, including but not limited to, the student's identity, without

the written consent of the parent and OCS. Upon termination of this Agreement, the School shall turn over to OCS all student records of OCS's eligible students to whom the School has provided services under this Agreement.

**HOSPITAL PLACEMENTS**

Hospital placements shall provide participating students and faculty with access to first aid and emergency care for illness and incidents occurring on the Hospital's property. The individual student or faculty member will be responsible for the cost of such care. Students who experience an HIV exposure incident should go to the UNC-CH Student Health Service for appropriate emergency counseling and treatment if they are in the Chapel Hill, Raleigh or Durham communities. Other students should go to: N/A for appropriate emergency counseling and treatment. (Faculty members in Chapel Hill, Raleigh Durham who experience an HIV exposure incident should go to the emergency room at the UNC Hospitals for appropriate emergency counseling and treatment. Faculty members in other communities should go to N/A for appropriate emergency counseling and treatment.

**NON-HOSPITAL PLACEMENTS** (Placements in settings where emergency medical care is not available on the premises.)

In the event a student or faculty member is exposed to a communicable disease or requires first aid or emergency care for an illness or incident that occurs while he/she is performing placement responsibilities, such care is available at Orange Family Medical or any local area hospital including UNC Hospital, Durham Regional Hospital, etc. The individual student or faculty member will be responsible for the cost of such care. Students who experience an HIV exposure incident should go to the UNC-CH Student Health Service for appropriate emergency counseling and treatment if they are in the Chapel Hill, Raleigh or Durham communities. Those placed elsewhere can obtain emergency counseling and treatment at N/A – students should use the UNC – Student Health Service as indicated. Faculty members in the Chapel Hill, Raleigh, Durham communities who experience an HIV exposure incident should go to the emergency room at the UNC Hospitals for appropriate emergency counseling and treatment. Those in other communities should seek treatment at N/A. (Student or faculty members will be responsible for the cost of such counseling and treatment.)

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Executive's Name (PRINT)

Jack Richman, Ph.D.  
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Dean, School of Social Work

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Signature

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Signature

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Date

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Date