

ADMINISTRATIVE REPORT

DATE: November 21, 2024
TOPIC: 5.10 – Student Practicum Placement Agreement
PRESENTER: Abby Baker, Director of Human Resources
REFERENCE TO POLICY/STATUTE: School Board Policy 903.1 – Student Teacher, Field Experience, Practicum, and Internship Placements

PURPOSE OF REPORT

The School Board recognizes its responsibility to improve the quality of teacher training and the contributions students in educational programs can make to South Washington County Schools. The importance of the teacher training function to the future of education and the need to assure high quality performance in our schools requires student teachers, field experience students, practicum students, and interns to be placed with experienced teachers of demonstrated competence.

Bethel University, Department of Social Work is requesting an agreement with South Washington County Schools for the term of two years.

RECOMMENDATION

- a. Administration recommends approval of this agreement.

CONNECTION TO STRATEGIC PRIORITY

- a. Student Experience
- b. Engagement and Partnerships



**Memorandum of Agreement
Between
South Washington County Schools
And
Bethel University**

The following contract shall be established between Bethel University and South Washington County Schools (Field Agency) on 11/14/24 . Students are social work students enrolled in the Department of Social Work at Bethel University and participating in the Field Practicum component of the program. The purpose of this contract is to state the roles and responsibility of the Social Work Program and the Field Agency establishing conduct expectations within the Field Practicum for social work students.

I. GENERAL PROVISIONS

- a. Copies of any established rules and regulations applicable to students participating in the program and calendars for both Field Agency and Bethel University in effect from time to time shall be delivered to the other party as they become available.
- b. Both parties to this Agreement will furnish each other with their respective philosophies, goals, objectives, and other materials helpful in understanding each other's purpose and structure for the social work field practicum.
- c. Neither the University nor the Field Agency will illegally discriminate on the grounds of sex, race, creed, color, religion, age, disability, affectional orientation, or marital status with regard to admission or participation of registered students in the social work practicum.
- d. Students are not considered agents of the Field Agency except while participating in activities at the direction or under the supervision of the Field Agency. The Field Agency is responsible for compliance of students and instructors with all rules and regulations of the Field Agency with respect to their activities while at the Field Agency.

II. DUTIES OF THE COLLEGE

- e. The selection of students to participate in the field placement is at the discretion of Bethel University Social Work Field Program. The Field Agency reserves the right to approve students assigned to do field work at its facility.
- f. Bethel Social Work Field Program shall appoint a field liaison from its faculty for all students participating in the field placement.
- g. Bethel University Social Work field liaison will oversee the students participation in the program. The Bethel Social Work Program shall be responsible for, and shall maintain control over, all phases of the administration of the Field Placement, including curriculum content, faculty appointments, admission requirements, graduation and such other matters as are internal to Bethel University. Bethel Social Work Program shall maintain the necessary student records.
- h. Bethel University field liaison is responsible for the primary responsibility for providing ongoing communication between the Field Agency and the Bethel Social Work program concerning the progress and problems of the field placement, the social work program and participating students.

- i. The Bethel University field liaison is responsible for the evaluation of the field placement and student in collaboration with the Agency Field Instructor.
- j. The Bethel University Social Work Program will assist and cooperate with the Field Agency in the investigation of any matter that arises out of a student's participation in the Field Placement.
- k. The dismissal of a student for academic or disciplinary reasons will be the responsibility of Bethel University.
- l. Bethel University will provide worker's compensation insurance for all Bethel employees paid by Bethel University and assigned to Field Program responsibilities. The Field Agency must provide worker's compensation for all individuals employed by the Field Agency who participate in or assist with the Field Placement responsibilities and activities.

Liability, Claims and Indemnity

- a. Bethel University is responsible for ensuring that students are adequately insured. Such insurance shall include incidental medical malpractice insurance.
- b. Bethel University agrees to defend, indemnify, and hold harmless the field agency, its agents and employees (including duly authorized volunteers) from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of Bethel University, its officers, employees, or agents and against all loss by reason of the failure of Bethel University to perform fully, in any respect, all obligations under this contract.
- c. At all times during this Agreement, Bethel University shall carry general liability insurance with limits of at least \$1 million per occurrence and \$2 million in the aggregate. An umbrella or excess policy over primary liability coverage is an acceptable method to provide the required insurance amounts.
- d. It is the sole responsibility of Bethel University to determine the need for and to procure additional coverage which may be needed in connection with this Agreement. Upon request by the agency, the Bethel University will provide to the Field Agency certificates of insurance evidencing such coverage.

**III. DUTIES OF THE FIELD AGENCY, HOSPITAL OR ORGANIZATION
HEREIN KNOWN AS AGENCY**

- a. Field Agency has ultimate responsibility for the quality of social work service provided to its clients and/or patients. Field Agency and its appropriate supervisory staff may at any time terminate a student's participation in the field work at the Field Agency if a Student's behavior violates rules, regulations, policies or guidelines established by the Field Agency from time to time. The Field Agency and its appropriate supervisory staff will provide full information to Bethel University and its social work faculty regarding circumstances and the facts that led to the dismissal of any Bethel student from field work for the Field Agency.
- b. Field Agency has ultimate responsibility for the quality and adequacy of field supervision of Bethel Social Work Students participating in a Field Placement. Field Agency is responsible to provide supervisory personnel who meet or exceed CSWE standards for the students. Field Agency is responsible for providing orientation for the student intern to the Field Agency and its service

delivery system. Field Agency will recognize that each student intern is preparing for professional practice. Students shall not be asked to provide services beyond their student capacities and educational merit. Field Agency supervisors will provide a Field Performance Evaluation at midyear and at completion of the Field Placement. Field Agency will also provide written evaluation of the student intern's completion of learning tasks documented in the Learning Agenda. The Field Agency staff is expected to provide comments and suggestions when pertinent to the improvement of the field work program and education of the students.

- c. Field Agency will reasonably cooperate with the Bethel Social Work Program and the faculty liaison in matters relating to the field work program including faculty site visits, student progress consultation, and student intern instruction and evaluation.
- d. Field Agency will promptly obtain competent and necessary care of students if physical or psychological trauma occurs to students while performing required student intern duties at the Agency.
- e. The Field Agency warrants that it carries industry standard professional and general liability.
- f. The Field Agency agrees to indemnify and hold harmless Bethel University from any and all costs, expenses, claims, demands, causes of action, liabilities and responsibilities arising out of or in any way connected with any act or omission or the Field Agency officers, employees or agents. No student shall be deemed to be an employee of the Field Agency.

IV. DUTIES OF THE STUDENT

- a. Students are not considered agents of the Field Agency except while participating in field work activities at the direction or under the supervision of Field Agency personnel.
- b. All expenses incurred by students including, but not limited to, transportation, background check, books and school supplies, shall be the responsibility of the student. The Field Agency is not expected to have responsibility for such expenses.

Health Requirements

- a. Each Student will be required, as a condition for participation in a Field Placement, to submit proof of a negative Mantoux test or chest x-ray and verification of immunity for rubeola and rubella. Documentation shall be kept by Bethel University and be available, if needed, for reference by the field agency.
- b. Students participating in the Field Work Program are required to carry their own health insurance. Students are required to carry their own auto insurance.

V. SUMMARY ARTICLES

- a. It is agreed that nothing in this Agreement is intended or should be construed as creating the relationship of partners, joint ventures or an association between the Field Agency and Bethel University, nor shall either party, its employees, students, agents or representatives be considered employees, agents or representatives of the other party except as specifically provided above.

- b. The Agreement may only be modified or amended by written mutual consent of both parties.
- c. The term of this Agreement shall run for a period of two years. This Agreement may be terminated: (a) by either party upon written notice to the other party at any time at least six months prior to the commencement of the academic year; (b) by either party upon 30 days written notice to the other party of a material breach of such party's duties and obligations thereunder, provided such breach is not cured to the reasonable satisfaction of the non breaching party prior to the end of the 30 day notice period; and (c) at any time upon mutual agreement of the parties hereto.

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.

The parties have executed this Agreement as of the date and year first above written.



Bethel University Representative Signature

Robin Rylaarsdam, Ph.D.; University Provost
Bethel University Representative Printed Name and Title

Date: November 14, 2024

South Washington County Schools Representative Signature

South Washington County School Representative Printed Name and Title

Date: _____