

Social Work Program Affiliation Agreement

between the

University of Houston-Clear Lake

and

City of League City-Police Department - Crime Victims Services Department

(Agency/Company Name)

The University of Houston-Clear Lake, hereinafter referred to as the “University”, located at 2700 Bay Area Blvd. Houston, Texas 77058, and City of League City-Police Department - Crime Victims Svcs, hereinafter referred to as the “Agency”, located at 555 W. Walker St. League City, Texas 77573, agree to establish an affiliation for the purpose of providing a practicum or internship course for a student at the University. University and Agency shall be known collectively as “Parties” and singularly as “Party”.

The University and Agency mutually agree that:

1. The purpose of field placements is to provide opportunities for teaching and learning activities that will enable the student to meet stated objectives.
2. There shall be open channels of communication between the University and the Agency relative to the field practicum or internship through designated representatives.
3. The beginning and ending dates for field practicum or internship courses will be determined by the University.
4. The term of this Agreement shall cover the following period, which shall not exceed five (5) years total:

August 1, 2018

(Month/Day/Year)

to

August 1, 2023

(Month/Day/Year)

5. Any of the parties may withdraw from this affiliation by giving seven days notice in writing to the other party.
6. Under this Agreement, University, students and University personnel, including faculty, shall not be considered employees, agents, borrowed servants, partners, or joint venturers of Agency.
7. Agency is not responsible for wages, social security taxes, medical insurance, or workers’ compensation insurance for students. In the event a student should participate in a paid internship program, or independent of the Agreement be employed by Agency, this Agreement shall not apply to that employment relationship.

The University agrees to:

1. Assign a faculty person to serve as an internship or practicum supervisor (“field liaison”). This representative will make appropriate visits to the Agency during the semester as is appropriate;
2. Select students who shall be placed at the Agency, subject to the approval of the Agency;
3. Restrict the activities of its internship or practicum supervisor from performing any service of the Agency except in the course of performance of field instructions, unless otherwise contracted;
4. Respect the mission of the Agency and both expect and require students to accept Agency clientele, staff, and administrators, regardless of race, ethnicity, sex, age, disability, religion, sexual orientation, gender identity/expression, or political belief;
5. Withdraw upon written request any student whose performance is unsatisfactory or whose conduct is unacceptable to the Agency;
6. Inform the Agency of the name, address, and phone number of the Director of Social Work Field Education (“field director”) who will be available to assist Agency personnel and Students of the plan and who will be responsible for maintaining ongoing contact with the Agency's field supervisor;
7. Develop, organize, and assist the Agency in implementing and operating a social work field experience that is suitable to each Student, including those who may be disabled;
8. Acquaint the Agency's field supervisor with methods, objectives, goals, and specifics of the social work field experience;
9. Assign to the Agency only Students who have fulfilled all academic prerequisites for the social work field experience and provide the Agency with information requested about the Student to the extent permitted by applicable law and which Agency shall protect pursuant to applicable law, including without limitation subject to the federal Family Educational Rights and Privacy Act;
10. Assign only the number of Students mutually agreed upon by the Agency and the University;
11. Require Students to provide their own transportation and appropriate supplies, as applicable;
12. Inform Students about their obligation to adhere strictly to all applicable administrative policies, rules, standards, schedules, and practices of the Agency;
13. Inform Students and Faculty members who are supervising Students about their obligation to maintain confidentiality of all Agency matters, proceedings, and information, including, but

not limited to client records and information to the extent required by applicable laws. This confidentiality provision shall survive termination of this Agreement;

14. Notify Students about their obligation to comply with Agency policies and procedures, state law, and the NASW Code of Ethics where applicable in the performance of duties required by the Social Work Program;
15. Provide for the training, evaluation, and screening of qualifications for each Student.

The Agency agrees to:

1. Accept qualified students for the field practicum or internship in the Agency with the provision that the students may participate in overall Agency programs and activities as appropriate;
2. Accept students without regard to race, ethnicity, sex, age, religion, disability, sexual orientation, gender identity/expression or political belief;
3. Provide supervised learning experiences for Students in accordance with agreed upon learning objectives/competencies, development of practice behaviors, learning experiences, and intended learning outcomes;
4. Provide appropriate instruction by a qualified Bachelor, Master or Doctorate of Social Work supervisor to work with all students unless specifically waived by the field director;
5. Allow the Agency field supervisor time to prepare for conferences with the students; to maintain scheduled conferences with the students; and to consult with the University's field liaison or field director;
6. Provide the students with essential conditions and materials for their work, including space, privacy, and technological support, and reimbursements for work related expenses;
7. Inform the University of changes in Agency policy, procedures, and staffing that affect field practicum or internship courses;
8. The withdrawal of the student by the University when the placement fails to be in the best interest of the student, Agency, or University;
9. Provide the University's field liaison with a learning agreement and performance appraisal for each Student in the form prescribed by the University;
10. Report any unsatisfactory conduct or performance of a Student in a form prescribed by University;
11. Permit field director and/or field liaison the right to counsel with and to observe Students at the Agency;
12. Provide an atmosphere for learning that is supportive and free from discrimination based on race, ethnicity, religion, sex, age, gender identity/expression, disability, or sexual orientation.

13. Provide Students with information regarding policies and procedures of the Agency, and with orientation experiences to ensure that Students will be able to meet the requirements of Facility; and
14. Protect any confidential student information it receives or accesses that could make a student's identity traceable, and any data analysis or report shall not be disclosed to any third party without University's prior consent. This confidentiality provision shall survive termination of this Agreement.

General Provisions:

1. Parties agree that this Agreement will be construed by the laws of the State of Texas, exclusive of its conflict of laws provision.
2. The terms and conditions of this Agreement may be modified upon mutual written consent of Parties at any time.

In order to clarify the joint and separate responsibilities for the faithful performance of the terms of this Agreement, the parties, hereto in their capacity as stated, affix their signatures and declare their intentions.

Agency

University of Houston-Clear Lake

City of League City-Police Department - CVS Dpt

Agency Field Supervisor

Date

Field Director

Date

Faculty Chair (if required)

Date

Agency Executive (if required)

Date

Dean

Date

Note: Modification of this form requires approval of OGC