

**SOCIAL WORK INTERNSHIP AGREEMENT
BETWEEN MALONE COLLEGE AND**

(For Senior Student)

This Agreement made and entered into, effective as of the ____ day of _____, 200__, by and between MALONE COLLEGE (“the College”) and _____ (“the Agency”).

I. Preliminary Understandings

The parties acknowledge that it would be to their mutual benefit, and to the benefit of the communities which they serve, to cooperate in providing field social work experience and instruction for students of the College.

II. Term of Agreement

The term of this Agreement shall be from _____, 200__ through _____, 200__, unless earlier terminated, as herein provided, or extended by written agreement of the parties.

III. Responsibilities of the Agency

A. The Agency agrees that it will:

1. Prepare and execute the student learning contract, through the joint involvement of the student intern and the College Field Coordinator.
2. Provide an Agency Field Instructor having:
 - (a) a minimum of one (1) year of experience in the Agency;
 - (b) a minimum of an LSW and/or a BSW or MSW;
 - (c) a demonstrated interest in social work education; and
 - (d) the commitment of at least one (1) hour a week to student supervision.
3. Provide the student intern with four hundred fifty (450) work hours for the Senior Student Intern, consisting of thirty (30) hours per week for fifteen (15) weeks, as determined by the Agency Field Instructor.
4. Provide appropriate assignments that will give the student intern exposure to the work of the Agency.
5. Provide assignments which foster and reflect student learning, growth and disciplined use of self in the helping process. The student intern should have opportunities to observe and participate in GENERALIST SOCIAL WORK with individuals, groups, families, organizations and communities, as reflects the work of the Agency and as taught in Malone College’s social work program.
6. Provide ongoing evaluation of the student intern through weekly supervisory meetings, as well as throughout the week, as situations require.

7. Complete the student intern evaluation form from the appropriate Field Manual and submit said document to the College Field Coordinator as outlined in the appropriate field manual at midterm and at the conclusion of the placement.
8. Complete and submit all appropriate evaluative tools as described in the appropriate Field Manual.

B. If a student intern is to use a personal car for work (for example, for driving Agency clients), liability for such use rests with the Agency and/or student, with each being covered by appropriate insurance coverage satisfactory to the Agency and the College.

IV. Responsibilities of the College

A. The College agrees to:

1. Prepare the student intern for generalist social work practice as articulated in the appropriate Field Manual.
2. Assist the student intern in selection of a minimum of two (2) agencies with which to interview.
3. Prepare the student intern for the interview process.
4. Assist the student intern in finalizing the learning contract.
5. Provide a weekly seminar for the student intern to process field experiences.
6. Meet with the Agency Field Instructor three (3) times during the semester:
 - (a) at the beginning to review the learning contract;
 - (b) at midterm to process student evaluations and review the learning contract; and
 - (c) at the conclusion to process final evaluations and to review the learning contract prior to assigning the final grade.

V. Student Agreement

A. The student intern agrees to:

1. Participate in the preparation of the learning contract, and in reviewing it with the Agency Field Instructor, prior to final approval by the College Field Coordinator or Field Liaison, and/or as described in the appropriate Field Manual.
2. Report any absence from internship assignments directly to the Agency Field Instructor, within the appropriate time frame set by Agency.
3. Arrange with the Agency Field Instructor for make-up time for internship hours missed.
4. Complete all tasks as directed by the Agency Field Instructor.

5. Complete all tasks as directed by the College Field Coordinator, and/or as described in the appropriate Field Manual, the SWK 440 syllabus or the learning contract.
6. Maintain insurance coverage satisfactory to the Agency and the College, if driving a personal car for Agency reasons; and provide adequate written certification of such coverage, as requested by the College or the Agency.
7. Adhere to current or future administrative and governing policies, rules, standards, schedules and practices of the Agency, the College and the Council of Social Work Education.
8. Comply with any other applicable requirements as now exist, or as hereafter may be established, by the Agency or the College.

VI. Termination of Agreement

A. Either the Agency or the College may terminate this Agreement upon ten (10) days prior written notice to the other party. If either party terminates this Agreement, best reasonable efforts shall be made by the parties to allow student interns then placed in the program at the time of termination to complete the current semester, in accordance with and subject to the terms set forth in this Agreement.

B. In the event the operation of the College or the Agency is interrupted because of any cause beyond the control of the College or the Agency, this Agreement may be suspended by the parties so affected, without liability or prior notice, during the period of such occurrence.

C. It is further understood and agreed by the parties to this Agreement that the Agency or the College has the right to terminate the internship experience of any student, upon determining that it is not academically, personally or professionally appropriate for such student to continue in such experience, or in the related College or Agency program. The final action regarding any such matter will not be taken until the pertinent concerns about the student intern have been discussed with the student and with the appropriate Agency and College personnel (if reasonably feasible to do so); but such internship experience may be suspended at any time, pending further review and determination as herein provided.

VII. Miscellaneous Provisions

- A. Indemnification. The College shall hold harmless and indemnify the Agency, its officers, employees and agents, from any and all claims, demands, actions, liabilities and expenses arising from the performance of this Agreement by the College, except to the extent any such matter shall have been caused by the negligent or intentional conduct of the Agency, its officers, employees or agents. The Agency shall hold harmless and indemnify the College, its officers, employees and agents, from any and all claims, demands, actions, liabilities and expenses, arising from the performance of this Agreement by the Agency, or by the student intern, except to the extent any such matter shall have been caused by the negligent or intentional conduct of the College, its officers, employees or agents.
- B. Independent Contractor Status. At all times the relationship between the College and the Agency is that of independent contractors, and not joint venturers, partners, principal-agent, master-servant, or employer-employee. Neither party

shall have any power to bind or obligate the other party in any manner, other than as expressly set forth in this Agreement.

- C. Insurance. Each party shall maintain adequate insurance coverage for the purpose of this Agreement and shall provide satisfactory written certification of such coverage upon request by the other party.
- D. Compliance with Law; Nondiscrimination. Each party shall comply with all applicable federal, state and local law in the performance of this Agreement. Without limitation of the foregoing, neither party to this Agreement shall unlawfully discriminate against any person participating in the performance of this Agreement on the basis of race, creed, color, religion, sex, age, disability, national origin or ancestry.
- E. Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party. Notwithstanding the foregoing, either party to this Agreement may assign its rights and obligations under this Agreement to any corporate successor, or to any corporation which is the sole corporate member of such party, without consent of the other party.
- F. Governing Law. This Agreement shall be enforced and interpreted in accordance with the laws of the state of Ohio.
- G. Notice. Any notice required or permitted hereunder shall be sent by certified or registered mail, postage pre-paid, or by facsimile, as follows:

To the College:

To the Agency:

- H. Non-Exclusivity. This Agreement is non-exclusive, and the parties to this Agreement reserve the right to enter into similar agreements with other agencies, institutions, businesses or organizations.
- I. Third-Party Beneficiary. The parties do not intend that any individual receiving the services pursuant to this Agreement shall occupy the position of third-party beneficiary to this Agreement.
- J. Headings. The headings used in this Agreement are inserted for convenience of reference only, and they in no way limit or define the terms of this Agreement.
- K. Severability. If any provision of this Agreement is found to be void or illegal for any reason, the remaining provisions of this Agreement shall continue in full force and effect as if the ineffective or invalid provision never was included in this document.
- L. Waiver. The failure or delay of either party to exercise any right, power or privilege under this Agreement shall not operate as a waiver of that or any other such right, power or privilege.
- M. Entire Agreement; Modification. This Agreement constitutes the entire agreement between the parties regarding the subject matter of this document, and supercedes and replaces any prior written or oral agreements regarding any

such matter. This Agreement may not be amended or modified except by written document duly executed by both parties.

N. Parties Bound and Benefited. This Agreement shall bind and benefit the parties and their respective successors and permitted assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement in quadruplicate, each of which constitutes an original, on the date(s) set forth below, effective as of _____, 200__.

Agency

By: _____
_____ (Title) Date

MALONE COLLEGE

By: _____
_____ (Title) Date

SOCIAL WORK STUDENT INTERN AGREEMENT

By signing below, _____ [print or type name], a Malone College student intern wanting to participate in an internship experience at _____,

in connection with the foregoing Social Work Internship Agreement, agrees to be bound by, and to comply with, all of the terms and conditions set forth in Section V on pages 2 through 3 of that Agreement, as a condition of initial and continued participation in said internship program. The student intern understands and agrees that any violation of said terms and conditions, or any other substantially unsatisfactory conduct or performance by the student intern, may result in the immediate termination of the Agreement, the removal of the student intern from the internship site, and the student intern's failure to receive a passing grade in the pertinent course. By signing below, the student intern also acknowledges receiving a copy of said Agreement, and being given a reasonable opportunity to read it and ask any questions about it.

IN WITNESS WHEREOF, the student intern has signed this Agreement, in quadruplicate, each of which constitutes an original, on the date set forth below, effective as of _____, 200__.

Student Intern Date

Witnessed by:

Date