PRACTICUM PLACEMENT AGREEMENT  
BETWEEN THE SCHOOL OF SOCIAL WORK  
BOISE STATE UNIVERSITY  
AND  
_____________________________  
(AGENCY)  

This Practicum Placement Agreement (the “Agreement”) is established between Boise State University, School of Social Work, (hereinafter referred to as “BSU”) and the above-mentioned agency (hereinafter referred to as the “Agency”), located at ___________________________, for the purpose of cooperation in providing Practicum placements for students of BSU. Practicum placements (the “Practicum”) serve as an educational experience for students, and enhance Agency services. 

This Agreement is entered into this ________day of ______________________, 20______, by and between BSU and the Agency, and terminates on the ___ day of __________, ______.

MUTUAL RIGHTS AND RESPONSIBILITIES

1. There will be no discrimination with regard to race, creed, sex, religion, or national origin in the selection, assignment, and education of the students.

2. Autonomy of BSU and the Agency will be observed at all times.

3. Visits by BSU staff to the Agency for the purpose of planning and evaluating the Practicum, discussing student performance, and arranging for additional educational experiences will be welcome.

4. There shall be no exchange of funds between BSU and the Agency.

5. Students shall be required to follow all rules, regulations, and procedures of the Agency as may be required of Agency employees; these rules, regulations, and procedures shall be made available to the student through the Agency’s supervisor.

6. The Agency shall make reasonable accommodations for the student’s physical status as required by the provisions of the Americans with Disabilities Act (Title I of the ADA) in order to enable students to fulfill the objectives set forth by the Agency and BSU.

7. Each party will be responsible for any claims or liabilities due to such party’s respective negligent acts or omissions arising from or in conjunction with the student’s participation in the Practicum. Neither BSU nor Agency will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes (collectively “Claims”) arising out of or caused solely by the other party’s actions, inactions, or negligence.

8. This Agreement shall be construed in accordance with and governed by the laws of the State of Idaho. Nothing herein should be deemed as a waiver of BSU’s sovereign immunity or of any of the protections afforded it as an agency of the State of Idaho, including but not limited to the protections of the Idaho Tort Claims Act.

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RESPONSIBILITIES OF THE AGENCY

1. The Agency has the right and responsibility to interview and approve students proposed for the Practicum consistent with Agency and BSU policies with regard to nondiscrimination.

2. The Agency will designate a person to be the Agency Field Instructor with responsibilities as may be mutually agreed upon between the Agency and BSU.

3. The Agency may not change Agency Field Instructors without BSU’s consent.

4. The Agency will provide an orientation for students and BSU Faculty Field Liaison(s) covering rules, regulations, procedures, facilities, and equipment of the Agency.

5. The Agency understands the placement of Practicum students is designed primarily to develop skills in students and secondarily to enhance the Agency services.

6. The Agency will provide meaningful tasks for students to test and develop skills and knowledge, including but not limited to generalist social work practice, including handling of sensitive race or ethnic relations cases, and professional development.

7. Assigned tasks (when available) will provide the opportunity for students to:
   a. Work with various staff members within the Agency;
   b. Work with significant outside resources; and
   c. Work with clientele served by the Agency.

8. The Agency will assign increasingly complex tasks as students gain confidence and competence.

9. The Agency will provide necessary facilities and supplies to enable students to handle assignments, including an Agency vehicle or mileage if travel is expected of students.

10. The Agency agrees that all student work will be supervised directly by Agency employees.

11. Should BSU students participating in the Practicum suffer an injury or accident while at Agency’s facility, Agency acknowledges and agrees that Agency will be liable as Agency would for any other guest at Agency’s facility.

12. The Agency may request the withdrawal of the student from the Agency upon first:
   a. Directly discussing the issues that have arisen with the student;
   b. Initiating contact with the assigned BSU Faculty Field Liaison to assist in problem solving; and
   c. Contacting the BSU Director of Field Education in the event the previous steps have not been able to resolve the issue(s).
RESPONSIBILITIES OF BSU

1. BSU assumes responsibility for the academic preparation of its students and guarantees that students shall have satisfactorily completed such preparation prior to being assigned to the Practicum.

2. BSU will provide information regarding students' levels of preparation and prior experience, and will provide materials for Agency evaluation of students.

3. A BSU faculty member shall be appointed Faculty Field Liaison between the Agency and BSU, and to arrange the schedule of students' assignments in cooperation with the Agency Field Instructor.

4. BSU will provide integrative seminars during practicum placement for students.

5. BSU retains the responsibility for the determination of students' final grades for the Practicum.

6. BSU may initiate withdrawal of students from the Agency by first contacting the Agency Field Instructor.

This Agreement may be modified at any time by mutual consent of the parties. This Agreement may be terminated at any time by the Agency or the BSU School of Social Work.

AGENCY REPRESENTATIVE

Signature: ___________________________  Date: ___________________________
Name: _______________________________  Title: ___________________________

Contact Name
_____________________________________

Contact Address
_____________________________________

Contact Telephone
_____________________________________

Contact Fax Number
_____________________________________

DIRECTOR OF FIELD EDUCATION

Signature: ___________________________  Date: ___________________________
Name: _______________________________  Title: ___________________________

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