

## **INTERN EDUCATION AGREEMENT SOCIAL WORK**

This Intern Education Agreement ("Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the "Effective Date"), between Lewis-Clark State College ("School") and \_\_\_\_\_ ("Agency").

(The term "clinical" in this document will refer to on-site education of Lewis-Clark State College Social Work interns at agencies in which they intern. "Clinical" does not refer to clinical social work that is fulfilled by a Masters of Social Work). Agency is willing to provide clinical education experience to students of School in accordance with the terms of this Agreement. School desires to use the Agency as an opportunity for its students to obtain clinical learning experience as required by its curriculum.

The consideration for this Agreement is the mutual promises contained in this Agreement and the mutual benefits expected from entering into this Agreement.

### **1. Responsibilities of the Agency**

1.1. **Clinical Instruction.** Agency shall provide suitable clinical experience for students as prescribed by the School's curriculum and in accordance with any written objectives provided by School to Agency. Services will be provided in compliance with the directions of the Agency, Agency manuals, policies and procedures, the standards and recommendations of the applicable standards of relevant professional societies, and applicable local, state and federal regulations. No clinical education shall be offered by Agency personnel with respect to procedures that are contrary to its mission and core values. Students will be assigned to Agency upon the mutual agreement of Agency and School. Agency will inform appropriate personnel about the role of students and provide identification or security clearances, where appropriate. Agency retains full responsibility for the care of its clients/participants. Students will receive monetary compensation under terms agreed to between the students and the Agency. The Agency will be responsible for Worker's Compensation coverage for the students, unless other arrangements are made with School prior to the start of internship.

1.2. **Agency Personnel.** Agency will designate appropriate personnel to coordinate the student's clinical learning experience. This will involve planning between responsible School faculty and designated Agency personnel for the assignment of students to specific clinical cases and experiences, including selected conferences, trainings, courses and programs conducted under the instruction of the Agency.

1.3. **Exclusion of Students.** Agency reserves the right to terminate the participation of any student who is not complying with applicable Agency policies, procedures or directions from Agency personnel or Field Instructors (the intern's agency supervisor) involved in the clinical education program or who is deemed by Agency not to have adequate qualifications or ability to continue in the program, or whose conduct interferes with the proper operation of Agency.

1.4. Emergency Care or First Aid. The student, as a paid intern, is covered under Agency's workers compensation during the work experience, unless other arrangements have been made with School. A Certificate of Insurance will be provided by Agency when requested by School.

1.5. Regulations. Agency will provide the student with access to the written regulations that will govern the student's activities while at Agency.

1.6. Scheduling. The days and hours of clinical experience are to be planned by the Agency Field Instructor in consultation with the student/intern.

1.7. Safety Agency will provide comprehensive orientation and training regarding their safety policies and procedures. As applicable to the agency, this should include building and office security; agency emergency procedures, safety plans for working with agitated clients, safety when transporting clients, safety when working in client's homes, and policies regarding working with clients who may be carrying guns or weapons and/or who may be under the influence of alcohol or drugs.

1.8. Student Health. If the Agency requires proof of immunizations or immune status for students, the Agency shall be responsible for working directly with the students to obtain such information

1.9. Pre-Placement Checks. If a background check is required as a condition of placement, the Agency shall be responsible for notifying the student of the requirement and for working directly with the student to complete the required process. The Agency and the Student shall determine between themselves responsibility for any associated costs. The School shall have no obligation to coordinate, administer, or pay for any background checks required by the Agency.

## 2. Responsibilities of the School

2.1. Clinical Experiences. It shall be the responsibility of the Director of Field Education and the Field Liaison, after consultation with Agency, to help plan the clinical educational program for student clinical experiences. The School shall provide appropriately qualified and credentialed faculty and provide adequate supervision of students. School Faculty shall provide all instruction required in the program unless other provisions are made in specific instances. Field Liaison will have the final responsibility for assigning student grades.

2.2. Program Description. School will provide Agency with a regular announcement or description of the program, curriculum and objectives to be achieved at Agency.

2.3. Student Compliance. School will use reasonable care to cause students to abide by the policies of Agency while using Agency facilities, including policies related to confidentiality of client/participant information. School shall immediately report any errors in accordance with Agency procedures. School will use reasonable care to prevent students from copying or removing confidential information from Agency premises. Students will be expected to conduct themselves in a professional manner; their attire as well as their appearance will conform to the accepted standards of Agency and School. Trainings required by the Agency before the internship begins will be provided by the Agency. Any costs of the trainings will be the responsibility of the student/intern.

2.4. Student Qualifications. School will assign to Agency only those students who have

satisfactorily completed the prerequisite didactic portion of the School's curriculum.

3. Insurance.

The School's liability coverage is provided through a self-funded liability program administered by the State of Idaho Risk Management Program. Limits of liability are \$500,000 per occurrence, which amount is School's limit of liability under the Idaho Tort Claims Act specified in Idaho Code 6-901 through 6-929.

Students are covered under a student errors and omissions policy with coverage of 1,000,000 per occurrence and \$3,000,000 aggregate while at the Agency.

4. Responsibility.

Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this Agreement. Neither party to this Agreement shall be considered the agent of the other party.

5. Term and Termination.

5.1. Term. This Agreement will be in effect for \_\_\_\_\_ year(s), beginning and ending

5.2. Termination. Either party may terminate this Agreement at any time. The agency is responsible for notifying the school of the termination.

6. Nondiscrimination.

Agency and School agree that neither will discriminate in the performance of this Agreement against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state or local laws.

7. Non-assignability.

Neither party may assign the rights or the duties of this Agreement without the prior written approval of the other party.

8. Notices.

When required by the terms of this Agreement, the parties shall give notice by personal delivery or by Certified Mail, return receipt requested, postage prepaid, and addressed as indicated below:

To School: Lewis-Clark State College  
Division of Social Sciences  
Attn: Division Chair  
500 8<sup>th</sup> Avenue  
Lewiston, ID 83501

To Agency:

Agency Name \_\_\_\_\_

Attn: To \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

## **SIGNATURES**

**AGENCY NAME:**

**SCHOOL:**  
**Lewis-Clark State College**

**Signature:**

**Signature:**

**Printed Name:**

**Name:**

**Title:**

**Division Chair**

**Date:**

**Date:**

