

Amj and Ross -  
Professor

AFFILIATION AGREEMENT  
BETWEEN  
FROSTBURG STATE UNIVERSITY  
Social Work Program  
AND

This Affiliation Agreement ("Agreement") is made this 23<sup>rd</sup> day of August, 2021, by and between Frostburg State University (the "University"), a constituent institution of the University of Maryland System, which is an agency of the State of Maryland, acting through its Social Work Program (the "Program"), and States Attorneys Office (the "Agency"), a 33 W. Washington St. Hwy. located at 33 W. Washington St. Hwy., to set out their agreements concerning their affiliation for the purpose of enabling the University to use the Agency as an internship site for students enrolled in the Social Work Program.

WHEREAS, the University is desirous of utilizing the facilities of the Agency for students enrolled in various social work educational programs of the University so that such students may obtain experience necessary to satisfy requirements for a degree in Social Work;

WHEREAS, such student participation in fieldwork experience through an Internship at the Agency benefits the Agency by educating social workers for the community; and

WHEREAS, it is in the mutual interest of the University and the Agency to work together to provide educational fieldwork experience to students enrolled in the Social Work Program;

NOW THEREFORE, for and in consideration of the mutual promises contained herein, it is understood and agreed to as follows:

A. Responsibilities of the University.

The University agrees to:

1. As of the first day of classes in each semester, send to the Agency a mutually agreed upon number of Social Work students.
2. Assume full responsibility for the planning, management and execution of the educational program. The University will appoint a person or persons, designated as Director of Field Education, to have overall responsibility for the relationship of the University with the Agency and to act as liaison for the University, the Agency and the Student. The University will notify the agency as to the identity of the Director of Field Education prior to the start of a scheduled internship.

1. Accept no more than 1 students per semester for participation in a single Internship Program and/or fieldwork experience.

2. Designate one primary fieldwork instructor for each student. If there are multiple fieldwork instructors, the primary fieldwork instructor coordinates the total learning experience and is responsible for the student's final evaluation report. Secondary fieldwork instructors should be utilized only after consultation with the Director of Field Education.

3. Provide learning experiences, including an orientation to the Agency, and, in consultation with the Director of Field Education, provide appropriate assignments under the supervision of the fieldwork instructor designed to help students become generalist social work practitioners.

4. Allow University students to observe and participate in Agency conferences, meetings, discussions, or other educational opportunities which have as a goal facilitating better services to Agency clients and/or the attainment of the specified objectives of the University's Social Work Program.

5. Provide time for the fieldwork instructor to hold an individual conference with the student for at least one hour per week.

6. Provide time for the fieldwork instructor to attend approximately 2-3 meetings of all fieldwork instructors during the school year.

*Mid-term  
& Final*

7. Evaluate student performance based upon the objectives and criteria designated by the University. Written evaluations will be provided to the University for the permanent records of the students. Evaluation materials or other materials relating to students which are prepared by the Agency or the fieldwork instructor shall be the property of the University, even though maintained by the Agency in some cases, and are subject to federal law concerning confidentiality of student records. The Agency will contact the Director of Field Education promptly in the event of any request, formal or informal, by a student or other person for access to material in a student record.

*Stoney  
Monkey  
Form*

8. Notify the University through the Director of Field Education in writing at least thirty (30) days prior to student assignment if there are any changes that will significantly affect the student's educational experience.

9. Notify students of any Agency policies which will apply to the student. The University will cooperate with the Agency in attaining student compliance with these policies and, upon written request, will withdraw from the fieldwork experience any student who fails to comply with the Agency's policies.

10. Monitor the academic performance and professional behavior of the student. The Agency has the right to request the University to recall a student from the fieldwork experience based upon unsatisfactory performance of academic responsibilities or unprofessional behavior. The Agency will notify immediately the Director of Field Education by telephone if the Agency requests recall of a student, has had cause to suspend a student from fieldwork activities,

IN WITNESS WHEREOF, the parties have caused this Agreement to be properly executed by their duly authorized officers.

FROSTBURG STATE UNIVERSITY


Date: 9/21/2021

By:   
Dr. Ronald Nowaczyk, President

Date: 9/20/21

By:   
Dr. Michael Mathias, Provost

Date: 9-9-21

By:   
Annjane Ross  
Director of Field Education

AGENCY

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Executive Director

Date: 8-23-21

By:   
Internship Supervisor