

**UMD-MSW Field Program  
Agency Contract**

**Name of Student:** \_\_\_\_\_

**Agency Director:** \_\_\_\_\_ Phone \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

FAX \_\_\_\_\_

**MSW Supervisor:** \_\_\_\_\_ Phone \_\_\_\_\_

Address if different from Agency: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**On-Site Supervisor (if applicable):** \_\_\_\_\_ Phone \_\_\_\_\_  
(Non MSW)

E-Mail \_\_\_\_\_

Student Placement Level (check one):    Field I \_\_\_\_\_ Field II \_\_\_\_\_  
Placement Beginning (insert year): Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**We certify that:**

**1. Student Supervision**

The MSW Supervisor will spend **no less than one hour per week of individual**, intensive, teaching supervision for the student. The meetings will be held on a routine basis at a designated time and place each week. The MSW Supervisor (or On-Site Supervisor if there is no on-site MSW) will coordinate the student's work with other related personnel in the agency.

**2. Supervisor Attendance at Department Meetings**

The Supervisor(s) will attend the two Field Program-sponsored meetings for the supervisors each year.

**3. Agency/Supervisor Responsibilities**

We have reviewed the agency and MSW Supervisor responsibilities in the Field Manual and we agree to meet them.

**4. Learning Contract**

We agree to provide the student with the educational experiences, which will fulfill the requirements of the Learning Contract.

**5. Student Safety**

We agree to conduct personal safety risk assessments on each case/project, which we will assign to the student and we will take appropriate protective measures, when needed.

**6. Outside MSW Supervisor**

If an outside MSW Supervisor is needed, we agree that he/she and the On-Site Supervisor will meet to develop the student's learning contract, to orient the student and both will participate in the Field Liaison's visits to the agency to evaluate student progress. A copy of contract with the outside MSW Supervisor is stapled to this form (this contract should include those elements described under Criteria for Selecting Agency Supervisors)

**7. Auto Liability Insurance**

If it is required that the student transports clients, the student will be covered with the agency's auto liability insurance policy to supplement the student's/University's auto policy.

**8. Compliance with these Requirements**

We understand that each agency in the UMD-MSW Field Program is evaluated by the UMD-faculty each year and that non-compliance may jeopardize our participation in future years.

**Signed by: Agency Director:** \_\_\_\_\_

**MSW Supervisor:** \_\_\_\_\_

**On-Site Supervisor (if applicable):** \_\_\_\_\_

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

Please return to:  
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