**Master of Social Work Program Supervisory Agreement**

This is an agreement between Colorado Mesa University Department of Social and Behavioral Sciences, Master of Social Work Program and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(agency supervisor) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (agency), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, MSW Student. This agreement is to identify the responsibilities of all parties involved for the practicum experience.

The agreement will be in effect as of \_**August \_\_\_, 20\_\_** until \_**May \_, 20\_\_\_** for ONE of the following placement outcomes. Please identify if this student is engaging in Foundation or Advanced placement.

\_\_\_\_\_\_\_Foundation Students will complete 225 hours each semester for a total of 450 hour of professional development in social work practice across two semesters.

\_\_\_\_\_\_\_Advanced Students will complete 300 hours each semester for a total of 600 hours of professional development in social work practice across two semesters.

All parties agree to abide by the Colorado Mesa University commitment to policies of equal opportunity and affirmative action and prohibits discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age or status as a disabled person with a disability. The University seeks to provide equal access to its programs, services and activities for people with disabilities.

The Colorado Mesa University Social Work Program establishes criteria for agencies to be used for practicum instruction, in accordance with standards set forth by the Council on Social Work Education. The following information provides important guidelines for all practicum settings:

**Responsibilities of the Supervisor or Qualified Supervisor:**

1. The agency will be compatible with the educational objectives of social work which embody the values and ethics of the social work profession.
2. Agency supervisors must be fully integrated staff members and be granted time in their regular workload to provide practicum supervision, attend two workshops per year, and meet with the Director Practice Education a minimum of three times per year to evaluate the students process and review learning goals.
3. The agency must provide qualified agency supervisors or task supervisors and will provide one hour of supervision per week.
4. The agency supervisor will complete the Agency Supervisor Assessment each semester.
5. The agency will provide necessary workspace for the student, this space may be shared.

**Responsibilities of the Colorado Mesa University, Social Work Program:**

1. Will assist the student with their learning goals and objectives to ensure they are in compliance with professional standards and independent skill development.
2. Will award the student 5 semester credit hours after successful completion of the

practicum, and 6 credit hours after the successful completion of the internship each semester. Students must pass both practicum/internship and seminar for credit.

1. Will award a grade for the student's work based on how well the student meets program‐specific requirements
2. The Master of Social Work Program will provide ongoing consultation, support, and training for the agency supervisors.
3. All approved contracts and approved supervisors are at the discretion of the Social Work Program, in conjunction, with the Social and Behavioral Sciences Department Head to ensure appropriate designation and training opportunities for each student.

**Responsibilities of the Student:**

1. The student must adhere to all NASW Code of Ethics, MSW Practicum Manual requirements, MSW policies, and agency policies and procedures.
2. Complete all requirements from the agency, including vaccinations, background checks, etc. to ensure compliance with agency expectations.
3. Student must complete 450 hours in practicum placement (225 hours each semester) or 600 hours in internship placement (300 hours each semester). Students may not start hour’s early or complete hours early – students may begin on the first day of the semester and must complete on the last day of the semester (before finals week).
4. Students must complete all required CMU paperwork in Handshake prior to starting practicum/internship. Student may ONLY begin practice after Handshake is fully approved.
5. The student must report to practice during times mutually agreed upon by the site supervisor and the student.
6. The student shall register for Practicum I/II and Practicum Seminar I/II or Internship I/II and Advanced Seminar I/II for credit hours and pay applicable tuition and fees to CMU.

**Other Areas of Agreement**

1. All parties understand that the student is not entitled to employment at the conclusion of the practicum period; however, a student may be offered a position.
2. All parties understand that the student is not obligated to accept an offer of employment at the conclusion of the practicum period, and that the completion of their practicum is not contingent on them accepting aforementioned job offer.
3. All parties understand that the agency may terminate this agreement for poor performance by the student. Please review the MSW Practice Education Manual for policies and procedures to resolve and/or terminate practicum issues.
4. Student acknowledges and agrees that no tuition or fees will be reimbursed by CMU to the student and no credit hours awarded by CMU to the student, if the student fails to complete the practicum.

**AGENCY / SITE SUPERVISOR - Type all information and sign**

Agency / Organization:

Agency Supervisor:

Agency Supervisor Title and Credentials:

Agency Supervisor Email:

Agency Supervisor Signature / date:

**DIRECTOR PRACTICE EDUCATION / SW FACULTY - Type all information & sign**

Social Work Faculty**:** Dr. Michelle Sunkel

Social Work Faculty Email**:** msunkel@coloradomesa.edu

Social Work Faculty Signature / date:

**MASTER SOCIAL WORK STUDENT - Type all information and then sign**

Student Name:

Student phone number:

Student Email:

Student Signature/ date: