

**UCLA, Luskin School of Public Affairs
Department of Social Welfare
FIELD EDUCATION AFFILIATION AGREEMENT**

(FOR THE PROVISION OF GRADUATE SOCIAL WORK FIELD EDUCATION)

THIS AFFILIATION AGREEMENT is entered into this 1st day of May, **2018**
in the State of California by and between **Name of Agency:** William S. Hart Union High School District

(hereinafter referred to as “**Affiliate**”) and THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, a California corporation (hereinafter called “**University**”), on behalf of the UCLA Department of Social Welfare (hereinafter called “**Department**”).

WITNESSETH:

WHEREAS, the Affiliate and the University are committed to the advancement of the profession of social work in the fulfillment of its professionally and societally defined tasks on behalf of those whom it serves; and

WHEREAS, the Affiliate has an interest in providing practice and research opportunities for graduate students preparing for the professional practice of social work; and

WHEREAS, graduate social work education at the Masters level in the Department is education for practice;

NOW, THEREFORE, IT IS AGREED THAT:

GENERAL RESPONSIBILITIES:

1. **Instruction.** Field education for the Department’s students of social work shall be provided at the Affiliate as delineated in this Agreement.
2. **Rules and Regulations.** The students shall be held accountable to both the Affiliate and the Department to comply with the Affiliate’s rules and regulations and for adherence to other established standards of professional conduct.
3. **Compensation.** Neither party to this Agreement shall be obligated to pay any monetary compensation to the other.
4. **Affirmative Action.** In accord with the prevailing commitment to affirmative action by the University, the Department and the health and welfare institutions with which they affiliate, neither party to this Agreement shall employ discriminatory practices in its performance hereunder on the basis of ethnicity, religion, sexual identity, national origin, ancestry, age, or physical handicap.

AFFILIATE RESPONSIBILITIES:

5. **Instruction.** The Affiliate shall recommend members of its staff, qualified within the Department’s criteria and approved by the Department, to act as Field Instructors for students placed with it for training. These instructors shall be afforded sufficient release time to instruct and supervise the student’s work at the Affiliate in accordance with the educational objectives, learning experience and performance expectations established by the Department and agreed to by the Affiliate.

6. **Resources.** The Affiliate shall provide facilities, staff, materials and other resources necessary to meet the Affiliate's educational commitments. Even though the University may lend or make information available to the Affiliate, all libraries, teaching materials and other resources used under this Agreement are the property of UCLA. Affiliate may not claim any ownership rights, nor reproduce without UCLA's permission.

7. **Student Selection.** The Affiliate shall accept students enrolled in the Department for a practicum in graduate social work education at times, in numbers and at such locations of the Affiliate as shall be agreed upon by both parties.

8. **Student Services.** The Affiliate shall not use students to replace its regular staff and shall not require the students to render services except as they are identified for their learning value as part of an agreed upon educational program.

9. **Student Compensation.** The Affiliate shall not compensate students for their services unless otherwise and previously agreed to by the parties to this Agreement. The Affiliate shall reimburse the students for incidental costs incurred in the rendering of assigned services in accordance with the regular payment policies of the Affiliate.

10. **Removal of Students.** The Affiliate may request that the Department remove any student whose performance the Affiliate deems unfit to meet the demands of its service program or whose conduct otherwise interferes with its staff relationships or primary mission.

11. **Indemnification.** The Affiliate agrees to indemnify, save harmless, and at the University's request, defend the University, its officers, agents and employees from and against all loss or expense (including costs and reasonable attorney fees) resulting from liability imposed by law upon the University because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the Affiliate, its agents, or employees, but only in proportion to and to the extent that such liability is due to the negligent acts or failures to act of the Affiliate, its agents or employees. The indemnifications contained herein shall survive the termination or expiration of this Agreement.

12. **Insurance.** The Affiliate warrants that it carries a policy or policies of insurance issued by insurance companies licensed to do business in the State of California and/or a comparable program of self-insurance providing coverage for bodily injury, personal injury, malpractice, property damage and contractual liability. The Affiliate shall maintain such insurance and/or a comparable program of self-insurance in full force and in effect during the term of this Agreement with a limit of liability of at least two million dollars (\$2,000,000) per occurrence. The Affiliate within thirty (30) days of the date of this Agreement shall supply University with proof of insurance, naming "The Regents of the University of California" as an additional insured, and showing evidence of coverage in the amounts and for the perils listed above.

UNIVERSITY AND DEPARTMENT RESPONSIBILITIES:

13. **Field Instruction Consultant.** The Department shall assign a representative of its faculty to act as Field Instruction Consultant to the Affiliate. The Consultant's responsibilities shall be to act as liaison between Department and Affiliate in the development and execution of the Field Instruction program and the evaluation of student performance, and to engage in such other activities as are of mutual concern in the provision of student training.

14. **Student Practicum.** The Department shall, at the time of Agreement, provide the Affiliate with a statement of its educational goals, of appropriate learning experiences, and of its expectations for student performance in the practicum. When and if necessary, that statement may be re-specified by mutual consent.

15. **Student Placement and Performance Evaluation.** The Department shall be responsible for the selection, placement and/or removal, and final grading of students placed with the Affiliate. These decisions shall be made in consultation with the Affiliate in accordance with the respective responsibilities of each party to this Agreement.

16. **Medical Certification.** If requested, the Department shall provide the Affiliate with a medical statement from the University's Student Health Service certifying that each student placed with the Affiliate is physically fit to engage in Field Education and has been immunized against common communicable diseases. Any exception to this certification provision shall be discussed with the Affiliate prior to placement of the student in order to secure the Affiliate's approval and acceptance of the student.

17. **Resources.** The University and the Department shall make available to personnel of the Affiliate its libraries, teaching materials and other resources as shall further the objectives of this Agreement, to the extent that such resources are not required for other University purposes. The University and the Department shall seek the consultation of the Affiliate in the development of the educational goals and curriculum content to meet the health and welfare needs of the community.

18. **Indemnification.** The University agrees to indemnify, save harmless, and at the Affiliate's request, defend the Affiliate, its agents, and employees from and against all loss or expense (including costs and reasonable attorney fees) resulting from liability imposed by law upon the Affiliate because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the University, its agents, or employees, but only in proportion to and to the extent that such liability is due to the negligent acts or failures to act of the University, its agents or employees.

19. **Term of Agreement.** The period of this Agreement shall begin on the date first written above, and shall continue thereafter for a **period of seven (7) years** or until termination by either party upon ninety (90) days written notice to the other.

20. **Communication.** Correspondence concerning this Agreement and communications between the parties shall be through the following persons:

A. University for:
Program Matters --
University of California, Los Angeles
Chair, Department of Social Welfare
3250 Public Policy Bldg., Box 951656
Los Angeles, California 90095-1656

Contractual Matters --
Department of Social Welfare
Management Services Officer
3250 Public Policy Bldg., Box 951656
Los Angeles, California 90095-1656

B. Affiliate for:
Program Matters --
Kathy Hunter

Director of Student Services

khunter@hartdistrict.org

661-259-0033 ext. 210

Contractual Matters --
Kathy Hunter

Director of Student Services

khunter@hartdistrict.org

661-259-0033 ext. 210

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto:

FOR THE AFFILIATE:

Vicki Engbrecht
Signature

Typed Name: Vicki Engbrecht

Title: Superintendent

Date: May 1, 20018

FOR THE DEPARTMENT OF SOCIAL WELFARE:

Signature

Typed Name: Todd Franke, Ph.D

Title: Chair, Department of Social Welfare

Date: _____

FOR THE REGENTS:

Signature

Typed Name: Anastasia Loukaitou-Sideris, Ph.D

Title: Associate Dean

Date: _____

SEND FULLY EXECUTED COPY TO AGENCY CONTACT:

NAME Kathy Hunter

AGENCY William S. Hart Union High School District

ADDRESS 21384 Centre Pointe Parkway

CITY/STATE/ZIP Santa Clarita, CA 91350

PHONE () (661) 259-0033 ext. 210

Revised May 26, 2015
By Carolyn Boland, General Liability Manager
UCLA Insurance & Risk Mgmt.