

Internship Contract

This internship contract (“contract”) is entered into on _____ (date) by and between _____ (“agency”) and Brigham Young University – Hawaii (BYUH).

Whereas, Agency and BYUH agree to sponsor a Social Work Field Practicum Program that shall provide meaningful social work learning experiences for social work student interns in relation to helping client systems develop and be better able to cope with life problems, issues and concerns;

Whereas, to facilitate this objective agency and BYUH agree to enter into this contract;

NOW THEREFORE in consideration of the terms and conditions provided herein the parties agree as follows.

I. Objectives:

The student intern shall average 30 clock hours per week during the _____ semester for 15 weeks from _____ through _____. At the conclusion of the practicum, students are required to obtain a minimum of 425 hours. The intern’s practicum experience shall include structured social work learning opportunities that maintain the standards and objectives of the Brigham Young University – Hawaii Bachelor of Social Work Program Field Practicum Manual. The practicum experience shall promote opportunities for the intern to be able to:

- Develop and maintain helping relationships with individuals, families, groups, and/or communities; and to help them identify issues and concerns, and examine a range of alternatives that would enable them to cope with such issues and concerns.
- Function on the generalist level with and advocate for special populations such as the poor, women, children, the aged, ethnic and cultural groups, LGBTQ, religious groups, the physically and mentally challenged, etc.
- Approach problem situations with a spirit of inquiry by seeking new insights and knowledge and developing creative strategies of intervention that tests and validates existing policies, theories, and approaches as well as developing new theories and knowledge.
- Identify gaps in agency services and policies and the broader community; accept responsibility for initiating and participating in change efforts.
- Function within the profession and the community to promote social policies that advance social and economic equality and justice and improve human conditions.

- Contribute to the development of one's own knowledge base through ongoing consumption of research, observation, inquiry, reflection, experience, formal and informal study, dialogue with colleagues, etc.
- Know the NASW Code of Ethics and function within its framework.
- Be aware of their own values and social, cultural, and religious heritage as they impact their ability to work with people from different backgrounds.
- Use the ecological, strengths, and social systems approaches to understand human behavior in the social environment.

The intern shall function under the overall supervision and instruction of _____ (authorized agency representative / field instructor) and shall comply with the policies of the agency and Brigham Young University – Hawaii.

II. Responsibilities

Participating Agency responsibilities:

1. Select the student intern based on information provided by Brigham Young University – Hawaii Social Work Department and an interview with the applicant.
2. Arrange for the placement of the student intern after consultation with the Social Work Department.
3. Provide meaningful, challenging social work experiences for the student intern consistent with practicum purposes and objectives, the practicum content, and the Field Practicum Manual.
4. Designate and assign a qualified Field Instructor, who will provide at least one hour supervision and instruction to the student intern each week.
5. Notify the Director of Field Education of any student intern who does not willingly and satisfactorily perform any of the assigned tasks while engaged in the Field Practicum.
6. Periodically evaluate the student intern's performance and forward a copy of evaluations to the Director of Field Education. The department will provide evaluation forms.
7. Identify the parameters of the student intern role and responsibility within the agency, introduce the student intern to staff members, arrange for the student intern to attend staff meetings, etc.
8. Provide the student intern with every opportunity to become involved in the delivery of direct services to multi-level client systems.
9. Allowing time for the Field Instructor to collaborate and consult with the Director of Field Education and student intern on a regular basis.

Field Instructor responsibilities:

1. Possess an MSW or BSW degree and have at least two years of social work experience, as required by CSWE and approved by the department.
2. Have worked in his/her current social work position for at least one year.
3. Meet weekly for instructional sessions with the student intern to discuss activities including, but not limited to:
 - a. Reviewing evaluation documents and all other practicum documents.

- b. Reviewing contents of the Field Practicum Manual, practicum syllabus, and the textbook.
 - c. Infusing knowledge, values, skills, and ethics, and inter-relate them across the social work sequences (human behavior in the social environment, policy, micro-mezzo-macro practice, research, practicum, economic equity, special populations, diversity, social justice, values and ethics, etc.)
 - d. Advocating with and for special populations at risk, the diverse people (the poor, the physically and mentally challenged, children, women, LGBTQ, the aged, ethnic and cultural groups, etc.) toward securing social services and social justice.
 - e. Discussing assigned readings and current research that support practicum experiences, client systems, agency services, etc.
 - f. Exploring with the student intern her/his personal growth and professional patterns which become apparent during the practicum.
 - g. Formulating Agency-Specific goals.
4. Complete and submit evaluations of the student to the Director of Field Education. All evaluations are found on the Social Work Department's we page. Evaluations are also included in the Field Practicum Manual.
 5. Make professional opportunities available to the student intern (for example attend court sessions, visit a hospital, help with fundraising, work on a special project, visit related agencies, assist with research, attend staff meetings, engage in outreach, participate in drug abuse prevention workshop sessions, etc.)
 6. Provide meaningful social work tasks, activities, and interaction.
 7. Communicate regularly with the Director of Field Education.
 8. Provide a desk, telephone, access to a computer, access to case files, etc. for the student intern or a shared work space which will ensure privacy.
 9. Adhere to the contract and Field Practicum Manual.
 10. New Field Instructors will complete the Field Instructor Training found on the IPT (Intern Placement Tracking) website. Specific instructions, including login information will be sent to new Field Instructors by the Director of Field Education.
 11. Approve student hours weekly on the IPT (Intern Placement Tracking) website.
 12. Field Instructors are invited to attend the annual Field Instructor Training held at the university. A video of the training will be placed on the department website for off-island Field Instructors.
 13. As part of the student's agency orientation, Field Instructors are to go over agency protocols, guidelines, and/or policies regarding safety and security issues associated with the placement, field assignments, client populations, interventions, and practice settings.

Brigham Young University – Hawaii, Social Work Department responsibilities:

1. Notify the Agency Director or designee of any student interested in participating in the Field Practicum program.
2. Screening and refer the student based on her/his interest and desire.
3. Be responsible for seminars where the student intern may share her/his practicum experiences.
4. Provide the student intern with the academic base, theoretical knowledge, and fundamental skills needed in practicum.
5. Confer regularly with the Field Instructor.

6. Provide liability insurance for the student to cover damage or harm caused by the student in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate amount when the contract is signed and returned to the university.
7. Provide annual Field Instructor Training.
8. Provide students with a list of agencies to facilitate selection of an appropriate practicum site.

Student responsibilities:

1. Maintain a satisfactory level of performance while at the field practicum and comply with agency practices, procedures, and policies, including dress standards, signing in, calling in case of absence or tardiness, proof of chest x-ray, tuberculin skin test or 2 step PPD/TB test, criminal background screening, proof of valid driver license, proof of insurance as required by the agency, etc.
2. Observe, test, infuse, and apply in direct service situations the theoretical concepts, principles, and skills presented in the classroom.
3. Adhere to professional social work values and ethics, as found in the NASW Code of Ethics, including confidentiality, in an effort to help client systems and/or to alleviate social problems.
4. Become a resource person by developing knowledge of referral sources within the community.
5. Prepare for scheduled site visits and be available for agency staff meetings when possible.
6. Participate in the seminar and share experiences with other students while maintaining confidentiality.
7. Fulfill Agency-Specific goals as well as the learning goals and objectives found in the Field Practicum Manual.
8. Complete all evaluations as outlined in the Field Practicum Manual.
9. Discuss with the Field Instructor any areas of concern regarding the practicum to include any questionable agency practices.

III. Term

This contract shall commence on _____ and shall continue for a term of one (1) year therefrom, unless terminated or extended in accordance with the provisions set forth herein. This contract may be terminated by either party for any reason by written notice to the other party of at least thirty (30) days, or upon mutual contract evidenced in writing. It is explicitly recognized that in the event of termination of this contract by either party through any of the occurrences outlines herein, neither party shall have any further obligation hereunder except for obligations accruing prior to the date of termination and for obligations, promises, or covenants contained herein which are expressly made beyond the term of this contract.

IV. Liability.

The agency, to the fullest extent permitted by law, shall be responsible for all claims, suits, judgments cause by negligent acts, omissions of its officers or employees engages in the scope of their duties or employment arising from the performance of such individuals under this contract. Agency will hold harmless and indemnify BYUH against all claims, demands, suits, judgments, expenses and costs of any

kind, on account of the injury to or death of persons or loss of or damage to property arising in any manner out of the performance of this contract by agency, its officers, employees, or agents except for such liability which is due to the negligence or intentional acts of the agency, its officers, agents, or employees.

V. Assignment.

This contract may not be assigned without the prior written consent of the other party.

VI. Governing Law.

This contract shall be enforced and interpreted in accordance with the laws of the State of Hawaii.

VII. Notice.

Any notice required or permitted hereunder shall be sent by certified or registered mail, return receipt requested and shall be deemed given upon deposit thereof in the United States mail, postage prepaid, being the following addresses:

To BYUH: BYU-Hawaii Department of Social Work
 BYUH #1923
 55-220 Kulanui Street
 Laie, HI 96762

To Agency:

VIII. Third Party Beneficiary.

The parties do not intend that individuals receiving services pursuant to this contract occupy the position of third party beneficiary to the contract.

IX. Entire Contract

This contract constitutes the entire contract between the parties with regard to the subject matter contained herein, and supersedes and replaces any prior written or oral contracts with regard to the subject matter contained herein. In any action to enforce any position found herein costs and attorney fees shall be awarded to the prevailing party.

X. Headings

The heading used in this contract are inserted for convenience of reference only and in no way limit of define the terms thereof.

XI. Severability

If any provision of the contract is found to be void or illegal for any reason the remaining provisions of this contract shall continue in full force and effect for the full term of this contract.

XII. Waiver

The failure or delay of either party to exercise any right, power or privilege under this contract shall not operate as a waiver of any such right, power, or privilege.

APPROVED BY:

AGENCY

BYU – Hawaii

Director (Signature) Date

Director of Field Education Date

Director (Print Name)

Director of Field Education (Print Name)

Field Instructor (Signature) Date

SW Student Intern (Signature) Date

Field Instructor (Print Name)

Social Work Student Intern (Print Name)

Student Personal & Practicum Information (For Student Use Only)

Please complete the form after your contract has been signed:

Student Last Name: _____ Student First Name: _____

I.D. Number: _____ Gender: _____ School Year: Senior

Citizen Status: US / J-1 / F1 / PR

Email: _____

Semester: Fall / Winter / Spring Year (____) Course: 491 L/R Credits 4/8

Internship Job Title: Social Work Intern

Start Date: _____ End Date: _____

Agency Name: _____

Supervisor Name: _____ Supervisor Title: Field Instructor

Field Instructor Phone Number: _____

Field Instructor Email: _____

Agency Address: _____

City: _____

State: _____ Province: _____ Country: _____ Zip Code: _____