

SONIA How-To: Agency Field Instructor MOU

1. The student should have filled in their name, agency and the name of their Agency Field Instructor.

MEMORANDUM OF UNDERSTANDING OF ROLES AND RESPONSIBILITIES
 Criteria for Agency Participation and Agency Instructors
 University of Montana
 School of Social Work
 (updated 01/18)

This form can be completed in more than one setting by clicking "Save" before closing. The form has been successfully submitted when "Form successfully actioned" shows up in green.

Student: <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/>
Agency: <input style="width: 95%;" type="text"/>	Agency Field Instructor: (Practicum Supervisor) <input style="width: 95%;" type="text"/>

2. Read through and place a check mark next to each item in the "Agency Field Instructor Agrees To:" section.

THE AGENCY FIELD INSTRUCTOR AGREES TO:

Place a check mark to the left of each statement to indicate you agree with the statement.

<input type="checkbox"/>	Provide a minimum of one hour per week of direct supervision to the student.
<input type="checkbox"/>	Orient new students to agency structure and function, student responsibilities, policies and procedures, and to commonly used community resources.
<input type="checkbox"/>	Provide guidance to student in developing a Learning Agreement to structure the practicum experience.
<input type="checkbox"/>	Structure assignments/practicum tasks to help the student learn a broad range of social work interventions common to generalist social work practice (BSW students) and advanced practice opportunities (MSW students).
<input type="checkbox"/>	In consultation with the student, assign duties and responsibilities of increasing difficulty and challenge as appropriate.
<input type="checkbox"/>	Provide suitable office space and support staff as available.
<input type="checkbox"/>	Utilize the student as a learner who will assume numerous responsibilities of benefit to the agency rather than as someone to fill the needs of an understaffed agency.
<input type="checkbox"/>	Follow policies and procedures outlined in the UM BSW or MSW practicum manual.
<input type="checkbox"/>	Monitor student performance, providing feedback regularly to the student.
<input type="checkbox"/>	Utilize practicum software, Sonia, to approve student timesheets, approve and provide comments if needed to the student's learning agreement, and evaluate the student at the end of each semester.
<input type="checkbox"/>	Complete agency evaluation of the practicum experience at the end of the second semester.
<input type="checkbox"/>	Provide students with disabilities with reasonable accommodations agreed upon by UM Disability Services and the Director of Field Education.
<input type="checkbox"/>	Reimburse students for out of pocket expenses incurred in the same manner as for agency employees.
<input type="checkbox"/>	Participate in Agency Field Instructor Training and/or complete online Agency Field Supervisor training.

3. Type your name into the box under "Agency Instructor Electronic Signature" then click on the "Agency Field Instructor Submit" button.

Note The "Save Draft" button can be used to save your progress on the form and return at a later time.

Note The student must also complete their section of the form for it to be complete.

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Student Electronic Signature and Submit

Agency Field Instructor Electronic Signature and Submit