

BSW Practicum Agreement for Colorado Mesa University/CMU Tech Internships

I. INTRODUCTION

This Agreement is made between the following Colorado Mesa University/CMU Tech student (the “Student”) and the agency (the “Agency”) that is providing the practicum to the Student. This Agreement does not create any obligations on the part of Colorado Mesa University/CMU Tech (the “University”). The Bachelor of Social Work Program and the University’s Career Services office may utilize or reference this Agreement as necessary, including, but not limited to, for the approval of practicum credit, compilation of statistics regarding university internships, evaluating insurance sponsorship, and assessment of student learning.

Completion of this Agreement is necessary to ensure a high-quality experience and satisfaction among the Student and the Agency. Completion of this Agreement may also be necessary for the Student to receive academic credit for the Practicum, if applicable. This Agreement includes a Practicum Learning Plan to facilitate these goals. By signing this Agreement, Student and Agency acknowledge that they understand and agree to the responsibilities under this Agreement, including the Practicum Learning Plan.

A copy of this Agreement should be completed, signed, and returned to the BSW Director of Practice Education, _____. The BSW Director of Practice Education may also act as a liaison between the Student and the Agency to assist with and facilitate the practicum, including resolving any problems or difficulties which may arise during the course of the practicum.

II. STUDENT INFORMATION

First Name: _____

Last Name: _____

Student ID (700#): _____

Email: _____

Phone: _____

Anticipated Graduation: _____

Course: _____

Major: _____

Local Address (where you will be located when completing the internship):

Check this box if your local address is the same as your mailing address.

Street: _____

City: _____

State: _____

Zip: _____

Check this box if your internship will be entirely remote.

III. AGENCY INFORMATION

Primary Contact:

Company Name: _____ Industry: _____
Email: _____ Phone: _____
Street: _____ City: _____
State: _____ Zip: _____

Individual Providing Supervision to Student at Agency (Site Supervisor):

Name: _____ Role/Title: _____
Email: _____ Phone: _____
Street: _____ City: _____
State: _____ Zip: _____

IV. PRACTICUM INFORMATION

Start Date: _____ End Date: _____

The internship is:

- Unpaid – Student will receive NO remuneration
- Paid – Student will receive remuneration

If paid, salary: \$ _____

Hourly Biweekly Monthly Stipend Other (please explain) _____

Hours per week: _____ Total Hours: _____

V. PRACTICUM CREDIT APPROVAL

Student is completing the Practicum for credit and must pay for the Practicum as they would any other class. Approval from the Academic Department must be obtained before the practicum starts. Student will receive 5 credit hours per semester upon successful completion of this Practicum and course requirements. Students must complete 450 practicum hours in both the fall and spring semesters.

By signing this document, _____, the BSW Director of Practice Education, certifies that the Student, _____, has received Department approval to complete the Practicum described in the Agreement for academic credit.

Student Acknowledgement - Initial below to acknowledge that you understand this Practicum is (a) for academic credit, (b) requires course registration, and (c) payment of tuition as with any other course, as well as (d) course participation as determined by the instructor (D2L activities, written assignments, etc.).

VI. PRACTICUM LEARNING PLAN

Student Learning Outcomes/Goals: What are the student learning outcomes/goals of this internship

experience? What knowledge, skills, and abilities will be gained?

- Demonstrate proficiency in generalist social work practice in the context of a social service agency.
- Utilize core social work competencies from a micro, mezzo, and macro perspective.
- Apply critical thinking skills within the context of generalist practice in social work.
- Demonstrate social work values and professional ethics in practice setting.
- Apply anti-oppressive, anti-racist, and ecological perspectives in practice setting.
- Demonstrate appropriate use of supervision and consultation in social work practice.

Plan to Achieve Goals: Describe the activities (readings, writings, projects, tasks, etc.) that will support the achievement of the learning outcomes/goals.

- The Student, Site Supervisor, and Director of Practice Education will work together to establish an individualized learning plan each practicum semester. Student will upload each semester's plan to Handshake.

Assessment: How will the learning outcomes/goals be measured or evaluated? What does the successful achievement of these goals look like?

- Student and Site Supervisor will each complete a CSWE-required standardized evaluation form at the end of each semester.

VII. STUDENT AND EMPLOYER RESPONSIBILITIES

A. Student

By signing this Agreement, Student agrees to the following responsibilities for the duration of the Internship:

1. Perform to the best of Student's ability those tasks assigned by Student's supervisor, which are related to Student's learning outcomes and the responsibilities of the Practicum position.
2. Follow all rules, regulations, and normal requirements of the Agency's organization.
3. Notify the BSW Director of Practice Education of any changes Student may need to make in the Practicum Learning Plan or of any problems that develop during the placement.
4. Complete assignments as outlined by BSW Director of Practice Education.
5. Complete an evaluation of the Practicum.
6. Student must obtain and maintain health insurance during the duration of the Practicum and provide proof of health insurance, if requested.
7. Student must adhere to all NASW Code of Ethics, BSW Practicum Manual requirements, BSW Program policies, and agency policies and procedures.
8. Student must complete 450 hours in practicum placement (at least 210 hours at the agency plus 15 hours in group supervision with BSW faculty each semester).

9. Student must complete all required CMU paperwork in Handshake prior to starting practicum. Student may only begin practicum after the BSW Program has approved the Agency, supervisor, and paperwork.
10. Student must report to the practicum during times mutually agreed upon by the site supervisor and Student.
11. Student shall register for Practicum I/II and Practicum Seminar I/II for credit hours and pay applicable tuition and fees to CMU.

B. Agency

By signing this Agreement, Agency agrees to the following responsibilities for the duration of the Internship:

1. Provide the necessary orientation, training, precautionary safety instructions, and supervision to Student in the performance of Practicum duties and responsibilities, as listed above.
2. Assign Student work activities relevant to Student's professional development, enable Student to progressively learn, and provide a variety of appropriate tasks concurring with the outcomes of Student's academic degree program.
3. Adhere to the National Association of Colleges and Employers Principles for Ethical Professional Practice.
4. Conform to all federal, state, and local laws and regulations applicable to the Practicum.
5. Limit access to Student's files and personal information and maintain such files and personal information in confidence.
6. If Practicum is paid: Pursuant to Colorado Revised Statute § 8-40-302(7), Agency is responsible for providing workers' compensation and liability insurance coverage to Student receiving remuneration for the bona fide cooperative education or student internship program (the Practicum). Accordingly, Agency agrees to provide workers' compensation and liability insurance in accordance with Colorado state law, as well as all benefits required by State and Federal law.
7. If Practicum is unpaid: The University encourages employers to extend workers' compensation coverage to all students completing internship experiences, whether paid or non-paid, because the employer can best control the safety of the workplace and provide accordingly for the risks a student may incur.

Acknowledgment of Coverage - Select and initial the option that reflects the internship agreement:

- Paid Practicum - Agency Initials Acknowledging Responsibility to Provide Coverage _____
 - Unpaid Practicum - Initial here if Agency **will** be providing coverage to Student _____
 - Unpaid Practicum - Initial here if Agency **will NOT** be providing coverage to Student _____
8. Complete a final evaluation of Student performance during the placement. (The evaluation will be sent

via email and will play an integral part in the determination of the grade received by Student.)

9. Agency will be compatible with the educational objectives of the BSW Program, which embodies the values and ethics of the social work profession.
10. 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 BSW Director of Practice Education a minimum of two times per year to evaluate Student progress and review learning goals.
11. Agency must provide qualified agency supervisors or task supervisors and will provide one hour of supervision per week.
12. Agency supervisor will complete the Agency Supervisor Assessment each semester.
13. Agency will provide necessary workspace for Student (this space may be shared).

C. Bachelor of Social Work Program:

1. The BSW Program will assist Student with their learning goals and objectives to ensure compliance with professional standards and independent skill development.
2. The BSW 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 BSW Program, in conjunction with the Social and Behavioral Sciences Department Head to ensure appropriate designation and training opportunities for each student.

Other Areas of Agreement

1. All parties understand that Student is not entitled to employment at the conclusion of the practicum period; however, Student may be offered a position.
2. All parties understand that 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 a permanent position.
3. All parties understand that the agency may terminate this agreement for poor performance by Student. Please review the BSW Practicum Education Manual for policies and procedures to resolve practicum issues and/or terminate the practicum placement.
4. Student acknowledges and agrees that no tuition or fees will be reimbursed by CMU to Student and no credit hours awarded by CMU to Student if Student fails to complete the practicum.

VIII. SIGNATURES

Signatures will be secured in sequence. Your signature means that you have read and agreed to this Agreement, including the Internship Learning Plan. When all signatures have been collected, a PDF copy

of this document will be emailed to all parties.

Student Signature: _____ Date _____

Employer (Site Supervisor) Signature: _____ Date _____

Received by Faculty and Department Head

Faculty Internship Coordinator Name: _____

Faculty Internship Coordinator Signature: _____

Date _____

Academic Department Head Name: _____

Academic Department Head Signature: _____

Date _____