

**Affiliation Agreement  
Between the Wisconsin Board of Regents (BOR)  
University of Wisconsin-Superior  
And**

\_\_\_\_\_  
Superior Public Library

**To Become Partners In The Social Work Field  
Education Program**

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This document serves as an agreement between the Wisconsin BOR University of Wisconsin-Superior (hereinafter referred to as “University”) and \_\_\_\_\_ Superior Public Library (hereinafter referred to as Agency).

The University considers field education a vital part of the professional education of social work students and recognizes the importance of the Agency’s contribution to this process.

Both the University and the Agency recognize the contributions of the social work students in providing social services to the community; therefore, by entering into this affiliation agreement all the partners - the University, the Agency and the student - acknowledge the cooperation and communication necessary to fulfill this partnership.

**The University Agrees:**

That the Social Work Program will provide the Agency with a comprehensive Internship Guide and information on the process and policies for field, detailing the academic conduct of the students’ education practicum. Upon acceptance of this Guide, it shall become a part of this agreement and shall be incorporated by reference.

To recognize within the extent and limitations of Secs. 895.46(1) and 893.82, Wis. Stats., that the State will pay judgments for damages and costs against its officers, employees and agents (which includes students) arising out of their activities while within the scope of their assigned responsibility in the program at the Agency.

To confirm with the Agency the students the Agency has accepted, after interviewing them, as social work interns.

That the Field Coordinator and/or the Field Liaison in the Social Work Program shall;

- a. Apply the criteria for admission to the Field Program to each social work student uniformly
- b. Serve as a link between the Agency/Agency Supervisor and the social work intern to coordinate classroom and field learning
- c. Visit the Agency three times throughout the field instruction process: once to confirm the “individualized learning contract” [ILC developed by the social work intern with assistance from the Agency Supervisor who

guides the intern in 450 hours of practice incorporating the field competencies (see Internship Guide)], once at midpoint (evaluation), and once at the end of the placement (final evaluation).

- d. Be available for consultation as needed
- e. Assign the final grade (P/F) through consultation with the Agency Supervisor
- f. To provide appropriate acknowledgment to all agency supervisors who have supervised social work interns.

**The Agency Agrees:**

1. To review the Internship Guide provided by the Social Work Program. Upon review, the Agency will notify the University of any concern with its content.
2. To accept social work students of the University under this agreement only after the Agency has thoroughly interviewed them to determine their qualities, skills and potential match with the service needs of the agency and they are confirmed as Social Work interns by the Field Coordinator in the Social Work Program of the University.
3. That the agency supervisors shall
  - a. Hold a minimum of a BSW with experience, with a MSW supervisor if available. If this is not possible, the agency understands that UWS will provide weekly off-site social work supervision to the student.
  - b. Have demonstrated competence in their practice area
  - c. Provide adequate supervision, maintain reasonable assignments and promote safety for the social work intern
  - d. Contribute to the development of the ILC and provide weekly on-going feedback of the social work intern's progress toward that contract with formal mid and final evaluations(see Internship Guide)
  - e. Recommend a final grade(P/F) based on the social work intern's performance in the Agency

**The University and the Agency Jointly Agree:**

1. That there shall be no discrimination against students on the basis of the students' race, color, creed, religion, gender, sexual orientation, national origin, ancestry, disability, political orientation, pregnancy, marital or parental status.
2. That the State will indemnify the Wisconsin BOR, its employees, officers and

agents against liability for damages arising out of their activity while acting within the scope of their respective employment or agency, pursuant to secs. 895.46(1) and 893.82, Stats.

3. That the Agency will indemnify its employees, officers and agents against liability for damages arising out of their activity while acting within the scope of their respective employment or agency, either by providing insurance or for political subdivision of the State of Wisconsin pursuant to sec. 895.46, Stats.
4. By executing this agreement, neither the University nor the Agency waives any constitutional, statutory or common law defenses, nor shall the provisions of agreement create any rights in any third party.
5. This agreement shall be construed and governed by the laws of the State of Wisconsin.

**Term Of Agreement:**

This agreement shall be for an indefinite term, commencing (Beginning Date of Contract). It may also be terminated solely by written notice, by either party to the designated agent of the other with 30 days notice.

All fully-executed Program Memoranda shall be incorporated by reference and become part of this agreement if consistent in any and all manner with this agreement.

**For the University of Wisconsin-Superior:**

**For the Agency:**

DocuSigned by:  
  
 Signature of Authorized Official

DocuSigned by:  
  
 Signature of Authorized Official

Jeff Kahler, Vice Chancellor of Admin/Finance

Sue Heskin

Library Director

Name and Title

11/22/2021 | 12:34 PM CST

11/22/2021 | 10:10 AM PST