



School of Social Work

MSC 3SW

New Mexico State University

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**MEMORANDUM OF AGREEMENT TO CONTINUE THE CONTRACT  
FOR THE AFFILIATION AGREEMENT**

**DATE:** December 5, 2008

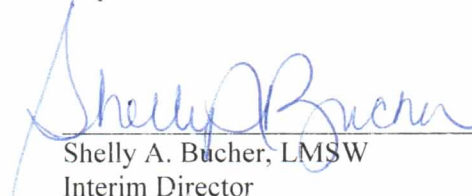
**TO:** Cynthia Nava  
Gadsden Independent School District

**FROM:** NMSU School of Social Work


This is a memorandum of agreement to continue the present contract with Gadsden Independent School District, to provide clinical experiences for students enrolled in the Bachelors and/or Masters of Social Work programs, at New Mexico State University's School of Social Work. Per Article 1 of the agreement, the terms will remain in place without change at this time. Attached is a copy of the agreement as signed.

If you have questions regarding this memorandum please contact the School of Social Work at (575) 646-6320.

Enclosed please find two (2) copies of this memorandum. Please sign and return one copy in the enclosed envelope. The remaining copy is for your files. Thank you in advance for your prompt response.

  
Shelly A. Bucher, LMSW  
Interim Director  
NMSU School of Social Work

11 Dec 08  
Date

  
Martha G. Roditti, MSW, Ph.D.  
Field Coordinator  
NMSU School of Social Work

12/8/08  
Date

\_\_\_\_\_  
Cynthia Nava  
Associate Superintendent  
Gadsden Independent School District

\_\_\_\_\_  
Date

**AFFILIATION AGREEMENT**

**Between**

**The Board of Regents of New Mexico State University**

**And**

**Gadsden Independent School District**

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**(Field Agency)**

This Agreement is entered by and between Gadsden Independent School District (Agency), hereinafter referred to as the "Agency," and THE REGENTS OF NEW MEXICO STATE UNIVERSITY on behalf of the School of Social Work hereinafter referred to as the "University."

**WHEREAS:** The University is conducting a planned course of study and experience leading to the completion of Bachelor of Social Work and Master of Social Work programs; and

**WHEREAS:** The University wishes to provide experience in Social Work for its students in situations where a desirable quality of client and family service is practiced; and

**WHEREAS:** The Agency operates an office at P. O. Drawer 70, Anthony, NM 88021 (geographical location) at which such student experience may be obtained; and

**WHEREAS:** It is in the best interest of the Agency to maintain quality of service and it is in the best interest of the University to provide quality student experience and the parties agree that each must be mutually present; and

**WHEREAS:** The Agency desires to cooperate with the University in providing quality experience in the interests of the student and the general progress of the profession;

**NOW THEREFORE,** the Agency and the University do mutually agree as follows:

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**ARTICLE 1: PERIOD OF AGREEMENT**

This Agreement shall be for a term of three years commencing December 1, 1999, and shall thereafter be deemed renewed for like successive three-year terms, unless otherwise terminated as specified herein.

This Agreement of affiliation shall be reviewed every three years and remain in effect until either party wishes to terminate. Review will constitute a letter of notice from the School of Social Work of intent to continue the agreement that will be signed and dated by both parties prior to the renewal date. If after review both parties agree to extend the period of performance without changing any of the remaining terms and conditions, an authorized representative of the School of Social Work may endorse the review.

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**ARTICLE 2: PROGRAM**

The generalist and family-centered field practicum student(s), and field instructor will conform to the requirements of all articles in this Agreement. The University and the Agency will work together with the student(s), University Liaison, Instructor and Agency-Based Field Instructor to design an individualized "Student Learning Agreement" during the first three weeks of the practicum.

### *Implications for Social Work Generalist Practice*

The BSW and first year MSW students will apply their generalist practice knowledge, skills, values, ethics and professional use-of-self in their field practicum experience. The field manuals provided to the Agency delineate the roles, responsibilities and performance expectations for the practicum students while applying the Process of Planned Change.

#### *The Process of Planned Change*

1. Identifying the area of concern
2. Collecting the necessary data/information
3. Analyzing and Assessing the information
4. Planning for interventive action
5. Implementation of the service plan
6. Evaluation of process and outcomes

#### *Social Work Values in the Generalist Curriculum*

1. Social Workers are committed to the dignity, worth and value of all human beings, regardless of social class, race, color, creed, gender, sexual orientation, or age.
2. People with problems, regardless of the nature of those problems, are not to be judged, condemned or demeaned.
3. People have the right to autonomy and self-determination, that is, the right to determine courses of action that will affect their lives.
4. The individual and/or family strengths are assessed and applied with professional social work interventions.

The MSW program includes the specialization of Family-Centered Practice in Multicultural Settings. Family-Centered Practice in Multicultural Settings is a philosophy guided by values and principles that support family-focused programs, policies, and organizational structures. This family-focused approach is directed toward keeping families together through prevention and the provision and coordination of intensive services. While various models may be used, the specific shape which the Family-Centered approach takes is determined by the strengths and needs of the family.

#### *Family-Centered Values*

1. Social workers' professional relationships are built on positive regard for families and are furthered by mutual participation, acceptance and honesty.
2. Workers are committed to families and to the belief that families can change.
3. Workers encourage, motivate and support families to create and maintain change.
4. Social workers respect a family's and its members' right to self-determination and to participate actively in the helping process.
5. Workers respect families in their uniqueness and diversity.
6. All policies at the program, community, state and national levels are formulated to enhance the strengths of families.

#### *Family-Centered Implications*

1. A systems perspective is used for assessment and change.
2. The family's strengths are assessed and used.
3. A working partnership is established with the family.
4. A holistic view of the family (physical, emotional and spiritual) is developed.
5. Mutuality exists between family members and workers in planning and implementation.
6. Services are coordinated in the most direct and efficient manner possible.
7. The family is the expert regarding its history, relationships, needs and desires.

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### **ARTICLE 3: RESPONSIBILITIES OF THE AGENCY**

The Agency will, at all times, retain responsibility for the service with its clients. Neither University faculty nor students will be expected to replace Agency staff in the conduct of Agency's activities.

- a) To allow supervision time for the student(s) with the designated supervisor and/or instructor. (One hour minimum per week that the student is in the identified field course.)
- b) To provide adequate workspace and materials for the student(s).
- c) To orient the student to functions of the Agency.



- d) To provide a range of learning experiences for the student to meet the educational objectives of the practicum in accordance with the baccalaureate and/or master's curriculum of the School of Social Work.
  - e) To assist student in negotiating a *Student Learning Agreement* that includes all competency areas - knowledge, skills, values, ethics and professional use-of-self.
  - f) To submit a written *Letter of Completion* with the *Student Profile Evaluation* form at the end of the semester.
  - g) To interview and select students applying for the practicum.
  - h) To attend field supervisor/instructor training workshops and orientation seminars (held each semester and during the summer session).
  - i) To inform the student of the sexual harassment policy of the Agency.
  - j) To provide the New Mexico State University School of Social Work with a current resume of the BSW and/or MSW Field Instructors/Supervisors and a copy of their social work license or certificate.
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#### ARTICLE 4: RESPONSIBILITIES OF THE UNIVERSITY

- a) To provide a general orientation and training workshop for students and field faculty.
  - b) To provide a Field Manual to the Agency that includes requirements, objectives, procedures, and expectations of all parties involved in the practicum.
  - c) To have the Academic Field Education faculty assist in the field instruction of the students through seminars and conferences with students.
  - d) To work in collaboration with the field supervisor and/or field instructor in evaluation of student performance.
  - e) To have the Field Practicum Director and/or Liaison Instructor be accessible and to meet periodically with the Agency Instructor to advise and review practicum experiences.
  - f) To maintain a file on each field Agency that includes resume, license/certificate, promotional material, and field faculty evaluations.
  - g) To assure that students understand the importance of maintaining confidentiality of clients and case records as demanded by Agency policy and the Social Work Code of Ethics.
  - h) To pre-screen students to be assigned to the Agency to assure that they meet at least the minimum requirements as defined by the Agency and the Social Work Department's program prerequisites.
  - i) To provide field faculty and students an orientation of University policy on sexual harassment.
  - j) To provide training and recognition to the Agency social work supervisors/ instructors and to assist them in completing their requirements as New Mexico State University Certified Field Instructors.
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#### ARTICLE 5: AGENCY FACILITIES

The Agency will provide access to its facilities, equipment, and supplies to the University for purposes of providing the social work experience in the practicum setting. Agency will provide the students and the University staff access to its professional reference library and to needed conference space to the extent possible, as determined by the Agency.

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#### ARTICLE 6: NUMBERS OF PARTICIPATING STUDENTS

Agency reserves the right to determine the maximum number of students who can be accommodated at any given time in its facilities. The University will provide the Agency the names of the students who intend to participate. Agency and University staff will work jointly in developing the following:

- a) specific plans for days and hours of student participation;
  - b) specific plans for orientation and supervision of students;
  - c) designation of specific practicum activities.
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#### ARTICLE 7: CONDUCT IN FACILITIES

The Agency reserves the right to temporarily or permanently evict from its facilities but must promptly inform the University about the dismissal of any student or employee of the University whose conduct:

- a) poses a hazard to Agency clients or property,
- b) disrupts the orderly conduct of the Agency activities, or
- c) is inconsistent with laws, regulations, policies, protocols, and procedures governing provision of Agency services.

**ARTICLE 8: STATUS OF STUDENTS**

The participating students are not to be construed as employees of either the Agency or University under this Agreement. No retirement, paid leave, bonding, use of state vehicles, insurance or other employee benefits from the Agency shall accrue to the students as a result of this Agreement. The University will retain responsibility for personal and career guidance and counseling of its students. At the discretion of the Agency the students may participate in continuing education programs conducted for Agency staff. When students are also employees at the Agency, this agreement applies only to their role as student within the Agency. The University will not involve itself in matters of employment or employee benefits. All efforts will be made by the University to maintain the student role separate and distinct from the role of employee within an Agency.

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**ARTICLE 9: GENERAL AND PROFESSIONAL LIABILITY**

As between the parties, each party will be solely responsible for liability arising from personal injury, including death, or damage to property arising from the act or failure to act of the respective party or of its officials, agents and employees pursuant to this Agreement. The liability of each party shall be subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq., N.M.S.A. 1978, and any amendment thereto.

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**ARTICLE 10: STUDENT EVALUATION**

Upon request of the university, the Agency agrees to participate in joint evaluation of the students. The University Liaison Instructor has ultimate responsibility for assigning grade(s).

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**ARTICLE 11: CONFIDENTIALITY**

The University assures that all participating students and faculty have been instructed in and will observe the importance of and requirements for maintaining confidentiality of all client/family information, unless required to disclose by a court of competent jurisdiction.

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**ARTICLE 12: AMENDMENTS**

Any changes in the procedures, objectives, requirements, renewal, or other provisions of this Agreement will be formalized by written instrument executed by the parties hereto, and will be attached and incorporated as a part of this Agreement.

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**ARTICLE 13: TERMINATION**

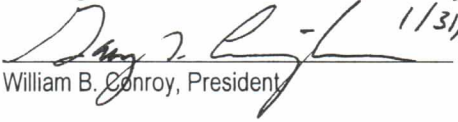
Each of the parties hereto may terminate this Agreement by serving written notice to the other at least thirty (30) days prior to intended date of termination. In the event that the student is unable to meet his/her field requirements, the School of Social Work reserves the right to withdraw the student from this setting. Such notice and termination shall not prohibit the completion of the students' planned program of experience. Nor shall such termination abrogate the responsibilities of the University to assure that staff members and students are insured for general and professional liability which may arise as a consequence of the actions or inactions of the students completing their planned program following such termination.

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ARTICLE 14: JOINT AGREEMENT BETWEEN THE PARTIES

IN WITNESS WHEREOF, the parties hereto have set their hands.

The Regents of New Mexico State University

*for*  11/31/00  
William B. Conroy, President

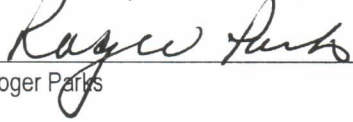
Date

  
Academic Department Head

Date

12/22/99

Gadsden Independent School District

  
Roger Parks

Superintendent

Title

1-20-2000  
Date