SOCIAL WORK FIELD EDUCATION
AFFILIATION AGREEMENT

THIS AGREEMENT ("Agreement") is made effective and entered into as of
May 18, 2018 ("Effective Date") between Morgan State University, an agency and
instrumentality of the State of Maryland ("Morgan State University"), and
Baltimore City Community College ("Agency").

Morgan State University and Agency agree to cooperate in a program to provide field
education experiences for students enrolled in the Bachelors and Masters of Social Work
program ("Students") at Morgan State University. Field education is a required part of Students’
undergraduate and graduate social work education. Students must complete field education
experiences as a part of both the Generalist Curriculum and the Advanced curriculum. Students
referred to the Agency will be identified as either Generalist or Advanced. The Generalist
Curriculum refers to the senior year baccalaureate curriculum and the first year Masters
curriculum. The Advanced Curriculum refers to the second or third year Masters specialization
curriculum, including Advanced Standing.

The Agency expects to benefit by its association with the faculty and Students of Morgan
State University. Morgan State University expects to benefit by being able to provide its Students
with first-hand field education experiences.

I. MUTUAL RIGHTS AND RESPONSIBILITIES

1. Neither Morgan State University nor Agency shall unlawfully discriminate against
any person on the basis of said person's age, race, color, creed, sex, religion, national origin, sexual
orientation, gender identity or expression or qualifying disability.

2. Except as otherwise specified herein, nothing in this Agreement shall be construed to
create any relationship between the parties other than that of independent entities cooperating solely
for the purpose of providing field education experiences to Students.

3. Students will not be compensated by the Agency during the field experience. The
Agency will not provide Students with any employee benefit or insurance, e.g. liability, accident,
disability, health, or life insurance.

4. Each student assigned to the Agency will be instructed by Morgan State University to
obey all rules, regulations, and procedures of the Agency.

5. The Morgan State University and the Agency will mutually determine the number of
Students assigned to the Agency.

6. Subject to applicable Maryland and federal laws, Agency and Morgan State

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University will cooperate in meeting due process standards applicable to academic evaluations or disciplinary actions which may adversely affect Students. In the event of administrative or legal proceedings involving a Student, each party will bear its own expenses.

7. When Student is present at Agency for a field experience and has access to Agency’s protected health information, Student is subject to Agency’s HIPAA policies and procedures. Students may use Agency’s protected health information for educational purposes only and only at Agency. Failure to comply with HIPAA may result in the immediate termination of the affiliation between Agency and Morgan State University under this Agreement. Agency will provide a copy of its policies and procedures to Student at the beginning of the clinical experience.

8. Morgan State University will advise Student that a criminal background check is a prerequisite to participating in a field experience at the Agency. Morgan State University will not conduct, receive or review the results of the criminal background check. Any costs associated with the criminal background check will be paid by the Agency or the Student.

II. RIGHTS AND RESPONSIBILITIES OF THE AGENCY

The Agency shall:

1. Provide a structured field education experience based on objectives mutually agreed upon between Agency and Morgan State University, as provided in the Field Education Manual, and as required by accrediting bodies of Morgan State University. Field Education Manuals are on the School of Social Work website, and accessible through the online field education management system.

2. Interview Student prior to placement for field education at Agency. After the interview, the Agency makes the decision as to whether a Student, referred by Morgan State University to the Agency, will in fact be accepted for field education at the Agency.

3. Supervise the student throughout the field experience through identification of the Field Instructor, described below.

4. Identify an employee of the Agency who, subject to Morgan State University’s approval, will serve as the Field Instructor(s) for Students participating in field experience at the Agency. The Field Instructor shall:

   a. Possess the following qualifications: MSW degree, 3 years post-MSW experience, and licensure at least at the graduate level in the state in which they practice
   b. Participate in annual orientation for all Field Instructors, conducted by Morgan State University
   c. Commit adequate time to develop and implement the student’s field education experience, including developing an individual learning contract with student
d. Meet with Student a minimum of one hour per week in regular conference or supervision time.

c. Complete evaluations of Student performance during and upon completion of the field experience, as outlined in the Field Manual, in accordance with the evaluation criteria specified by Morgan State University.

5. Notify as soon as possible appropriate Morgan State University personnel of problems arising with a Student.

6. Orient students to the Agency, the Agency’s service delivery system and population served, and applicable rules and regulations.

7. Provide medical care to the Student in the event of an emergency. The cost of medical care will be borne by the Student. Morgan State University will require all students to obtain health insurance coverage. Upon request, the Student shall provide Agency with evidence of such coverage.

8. Maintain full and sole responsibility for the care of Agency’s clients and/or patients.

9. Pay or reimburse Student for transportation expenses incurred as a part of the field experience at Agency, including expenses from the Agency to home visits and other Agency-related expenses.

10. Use student information only to verify student status and for educational purposes as described in this Agreement and keep all student records, including student medical records confidential, in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA).

11. If any Student is exposed to body fluids, as defined in Health-General Article, Annotated Code of Maryland, Section 18-338.1, during a field experience at Agency, the Agency, with consent of Student, will immediately notify Morgan State University of a body fluid exposure. Agency will provide follow-up treatment as directed by Morgan State University or will transport the student to a location where follow-up treatment is available. Because expediency in administering anti-retroviral medications is crucial to success in preventing seroconversion to HIV, follow-up treatment for an exposed Student must be provided within one hour after exposure. With Student consent, the Agency will work with the Morgan State University to provide follow-up information needed for the exposed Student’s health care plan.

12. Provide or arrange for liability insurance for the Agency and its personnel in a minimum amount of One Million Dollars ($1,000,000 per incident and Three Million Dollars (3,000,000) in the aggregate. Morgan State University will not provide insurance for the Agency or its personnel.
III. RIGHTS AND RESPONSIBILITIES OF MORGAN STATE UNIVERSITY

Morgan State University shall:

1. Assume full responsibility for the planning and execution of the didactic educational curriculum.

2. Prepare students for the field experience portion of their education.

3. Provide the Agency and Field Instructors with a copy of the Field Education Manual, which contains a description of Morgan State University’s field instruction model, placement process, standards and policies.

4. Train Students in OSHA Universal Precautions and Maryland and federal law governing privacy of health information, including HIPAA.

5. Notify Students of Morgan State University’s policy requiring proof of immunization for measles, mumps, and rubella (with the exception of students born before 1957, who are considered immune to measles); certification of varicella immunity; evidence of immunization against tetanus/diphtheria, and the results of tuberculosis screening performed within 12 months of the date of the student’s enrollment.

6. Appoint an employee of Morgan State University to serve as Field Liaison to the Agency. The Field Liaison will act as the primary source of support and consultation between Morgan State University, the Agency and the Student.

7. Be responsible for the determination of a Student's final grade.

8. Arrange schedules for Student assignments in cooperation with the Agency.

9. Assure that Students have professional liability insurance coverage with a limit of one million dollars ($1,000,000) per occurrence and a policy limit of three million dollars in the aggregate ($3,000,000). Such policy is provided by the State Treasurer’s Office for health professions students in Maryland public institutions. A certificate of insurance will be provided to the Agency upon request.

IV. ADMINISTRATIVE MATTERS

1. This Agreement shall have a term of 5 (years) years commencing on August 1, May 20, 2018 to August 1, 2023, and may be automatically renewed for one additional term of the same length. This Agreement may be terminated by either party without cause upon ninety (90) days written notice. Whenever feasible, termination shall not affect Students currently enrolled in a field experience at Agency.

2. All notices required under this Agreement shall be effective upon receipt when submitted in writing, signed and delivered (a) by secure electronic submission, (b) by hand, (c) by...
delivery service with signed receipt, or (d) by certified mail, return receipt requested, postage prepaid, addressed as follows:

**Agency:**
Baltimore City Community College  
2901 Liberty Heights Avenue  
Baltimore, MD 21215

**Morgan State University:**
Director of Field Education  
Morgan State University, School of Social Work  
1700 E. Cold Spring Lane, Jenkins Building Room 343  
Baltimore, Maryland 21251

3. This Agreement shall be only for the benefit of the undersigned parties and their permitted successors and assigns, and no Student or other person shall be deemed to be a third party beneficiary of this Agreement.

4. The individuals executing this Agreement represent and warrant that they are duly authorized and empowered to do so.

5. No amendment, waiver or modification shall be made in this Agreement unless it is in writing and signed by the parties.

6. This agreement is governed under the laws of the State of Maryland.

**EXECUTED and agreed to by the parties.**

FOR: Morgan State University of Social Work

BY: Dr. Anna McPhatter, Dean

Signature: [Signature]

Date: 10/17/2017

FOR: Baltimore City Community College  
(Agency)

BY: Gordon F. May, PhD, President and CEO  
[Print Name and Title]

Signature: [Signature]

Date: 05-31-2018 | 2:42:32 PM EDT