

THE UNIVERSITY OF OKLAHOMA SCHOOL OF SOCIAL WORK PRACTICUM PROGRAM

Setting Up an Affiliation Agreement between a Practicum Site and the OUSSW

All practicum sites at which students are placed for social work field education must have an official, legal, and current affiliation agreement with the OUSSW. No student may be placed at a site without such an affiliation agreement. The OU legal division has developed a preferred standard agreement for the use of University departments that have internship or practicum programs, but in some situations, the OUSSW and the University will accept an alternative agreement offered by the site. All affiliation agreements must contain the signature of designated OU faculty. At the OUSSW, both the director and assistant director have been granted signing authority by the provost. All new affiliation agreements are written for a three year period.

The process of establishing an affiliation consists of the following:

In order to initiate an affiliation with a prospective site, the OUSSW sends or has hand-delivered a standard University of Oklahoma affiliation agreement and cover letter along with a return envelope to the identified practicum instructor or other authorized personnel at the placement site.

Personnel at the site review the agreement, obtain required signatures, and return an original hard copy to the OUSSW.

OUSSW staff tracks sent agreements and contacts sites that have not returned a signed copy within 30 days. Sites that do not respond are referred to the Practicum Coordinator at the campus from which the agreement was sent for follow-up.

When a site rejects the standard OU agreement and offers an alternate agreement, that agreement is forwarded to the OU legal office for review. Such agreements received at the Tulsa program are sent by fax and preferably by e-mail to the Practicum office in Norman.

The Coordinator of Field Practicum works with the OU legal division and site to negotiate desired changes and an amended document is sent back to the site, preferably by e-mail attachment. The final agreement must meet with the approval of the OU legal office, after which it is signed by designated faculty and sent to the site by mail. The site is required to mail a copy with original signatures to the OUSSW before the agreement may be considered to be established.

OUSSW staff track current student placements to assure that all sites where students are placed have a current affiliation agreement. IF an agreement should expire during a student's time at a placement, OUSSW staff takes necessary steps to renew the agreement.