

Practicum Site Applications & Practicum Site Affiliation Agreements (MOU)

There are 2 requirements for all practicum sites to plug into the school

****You may not begin the practicum without both being in effect****

1. IPT Practicum Site Application
2. Practicum Site Affiliation Agreement (a legal MOU) with the School

1. Practicum Site Application

If the site is not in IPT

- ❖ If the site is not IPT active, i.e. it isn't listed, this means that the site needs to fill out a **Practicum Site Application** in order to be entered into IPT
- ❖ You are the person who will start this process by guiding your practicum site to the school website/link
 - The **Practicum Site Application** can be found on the Field Education tab of the school's website ([How to Get Involved](#))
- ❖ Once your practicum site has completed an application, we will enter them into IPT.
- ❖ Please follow the IPT tutorial to designate this newly entered site as your practicum site

2. Practicum Site Affiliation Agreement

Must be completed if

1. The site is a brand-new site to the school
 2. The site is in IPT and shows an affiliation agreement which has expired or will expire during your placement (go to the agency's page in IPT and check the listed **Affiliation Agreement Expiration Date**)
- ❖ In each of these instances, the site will need to sign a new **Practicum Site Affiliation Agreement** with the School
 - YOU are the person who will start this process
 - ❖ Contact the Field Office to send you a copy of the Practicum Site Affiliation Agreement or find it on the [Field Education website](#)
 - ❖ Take or send the blank agreement to your prospective field instructor, and ask that this social worker route this agreement to the person who has the authority to sign (this might possibly be the field instructor)
 - ❖ You will then scan or mail the agreement back to the field office to then be given to the Dean for signatures.
 - ❖ **NOTE: If the site makes changes to the standard AA template, it will need to go through legal departments for approval, which can take some time.**

AS SOON AS YOU ARE CERTAIN ABOUT YOUR PRACTICUM SITE:

- ❖ Go to the Practicum Site/Agency page in IPT and check the Affiliate Agreement Expiration Date
 - If the site is in IPT, the expiration date will be available on their page
 - If there is a date, and the date will not expire while you are in your practicum, you are done!

IF YOUR CHOSEN SITE REQUIRES THAT THEIR OWN AFFILIATION AGREEMENT BE SIGNED:

- ❖ These contracts must be sent to the legal department for review.
 - **In order to do this, we must have an ELECTRONIC COPY sent to the Field Office**
- ❖ **This can take a lot of time!! Students have had placements vanish on the start date because either the school or the site could not agree to terms**
 - Example: The site may want all your medical records or may want you to cover their facility with your own malpractice insurance!!
- ❖ When the school does sign the site's own affiliation agreement, that agreement is used in place of the school's MOU.