

MEMORANDUM OF AGREEMENT  
between  
WEBER STATE UNIVERSITY  
DEPARTMENT OF SOCIAL WORK/GERONTOLOGY  
and  
Weber County Sherriff's Office

1400 Depot Drive

Ogden, UT 84404

The Department of Social Work/Gerontology of Weber State University (hereinafter "Department"), by the signing of this agreement, designates Weber County Sherriff's Office (hereinafter "Agency"), as an approved setting for Field Instruction in the School's programs of education for social work.

By signing this agreement, both the Department and the Agency commit themselves to cooperative efforts, as described below, in the provision of Field Instruction to students of the Department of Social Work/Gerontology and agree to adhere to the policies and procedures delineated in the Weber State University Social Work Field Manual.

This agreement becomes effective on August 4th, 2022, remains in force for a period of one year, and renews itself annually unless either the Department or the Agency indicates a need for review or change. Minor adjustments may be agreed upon by letters which are then attached to each copy of this document.

THE DEPARTMENT OF SOCIAL WORK/GERONTOLOGY AGREES TO:

1. Consider the Agency as a partner in the Field Instruction program and to work with relevant Agency staff in order to further the goals of the curriculum.
2. Take responsibility for decisions regarding appointment of Agency nominated staff members to the Department's Field Instruction faculty.
3. Maintain responsibility for the administration of the Field Instruction program, including decisions which affect the progress of the student, such as grades, credits, and Field Instruction hours in the Agency.
4. Assume responsibility for the selection of students to be placed at the Agency.
5. Provide the Agency pertinent written information concerning students selected for placement in the Agency.

6. Provide consultation to the Agency executive, Field Instructor(s), and other appropriate staff in the general development of its Field Instruction program.
7. Provide a designated member of the faculty to serve as Field Coordinator to the Agency in matters pertaining to Field Instruction. This Field Coordinator will:
  - (A) Serve as principal liaison between the Department and the Agency;
  - (B) Make periodic visits to the Agency to review student progress and consult with the Field Instructor on ways to facilitate student learning or to handle problems;
  - (C) Be available to the Field Instructor for immediate consultation when requested;
  - (D) Share with the Field Instructor knowledge of the educational program of the School and pertinent information about student progress in other areas of the curriculum.
8. Provide opportunities for professional development of the Field Instructor(s) and other appropriate members of the Agency staff through provision of meetings, institutes, and seminars.

THE AGENCY AGREES TO:

1. Accept students for placement in the Agency, the exact number to be negotiated annually by the Agency and the Director of Field Instruction.
2. Accept the policy of the Department that students are assigned to the Agency without respect o race, ethnic origin, gender, sexual orientation, age, religion, disability or political belief.
3. Provide educationally sound Field Instruction placements consistent with the program and level of students accepted for placement.
4. Include the student as a participant in Agency programs and activities, as appropriate.
5. Help implement the Department's objective that Field Instruction provide opportunities for students to gain new knowledge and understanding in all areas of the curriculum.
6. Provide qualified Field Instruction for student(s) by designating those persons who will serve as Field Instructors subject to the evaluation and approval of the Department.
7. Assure that each Field Instructor has adequate time within his/her work schedule to:
  - (A) Meet the educational needs of the student, through the following activities: orientation to the Agency and its services; development of learning opportunities, appropriate to course learning objectives, which have depth and variety;

- (B) preparation for conferences with the student;  
Meet with the Field Coordinator at periodic intervals to discuss learning opportunities and student performance;
  - (C) Attend required Field Instruction training as well as appropriate Department sponsored meetings, institutes and,
  - (D) Prepare reports and evaluations as required by the Department and described in the Field Instruction Manual.
8. Prepare students in whatever way necessary to maximize their safety in the learning environment, including in the Agency, in the community and with the client population(s) served.
  9. Permit the use of its facilities by students during the period of placement, including:
    - (A) Appropriate space for students, including a desk for each student in an area sufficiently private for carrying on independent work and activity;
    - (B) Space, on a regular or as needed basis, in which privacy for interviews and conferences can be assured;
    - (C) Convenient access to a telephone;
    - (D) Office supplies needed in the performance of responsibilities;
    - (E) Clerical service for those records and reports which are produced for the Agency; and
    - (F) Access to client and Agency records appropriate to the learning experience.
  10. Allow students to share with the Field Coordinator appropriately disguised case materials which are relevant to the student's learning.
  11. Advise the Field Coordinator of changes in agency policy and/or service.
  12. Cooperate with the Department in the use of Agency materials for classroom discussions and assignments, based on the understanding that the department requires students to obtain permission of the field Instructor for any outside use of Agency materials; that records must never be removed from the Agency; and, that all case material used for papers must be adequately disguised.

#### INSURANCE COVERAGES – INDEMNIFICATION

Both parties are governmental entities under the Governmental Immunity Act of Utah, §§ 630-7-101 to -904, as amended (the "Act"). There are no indemnity obligations between these parties. Subject to and consistent with the terms of the Act, the parties shall be liable for their own negligent acts or omissions, or those of their authorized employees, officers, and agents while engaged in the performance of the obligations under this Agreement, and neither party shall have any liability whatsoever for any negligent act or omission of the other party, its employees, officers, or agents. Neither party waives any defenses or limits of liability available

under the Act and other applicable law. Both parties maintain all privileges, immunities, and other rights granted by the Act and all other applicable law.

Weber State University  
Department of Social Work/Gerontology  
Signature Page

Mauro B. Byle 8/4/22  
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Chair, Department of Social Work/Gerontology Date

8/4/22  
\_\_\_\_\_  
Field Coordinator Date

Weber County Sherriff's Office

\_\_\_\_\_  
Agency Name

8/4/22  
\_\_\_\_\_  
Name of Administrator\* Date

\*This contract must be signed by an agency administrator, e.g., Executive Director, Director of Training, etc.