Social Work Field Experience Agreement

Addendum to
Memorandum of Understanding between
Minot State University, North Dakota U.S.A.
and
Hogskolen i Harstad, Norway

This agreement for the mutual support and promotion of student field experience placements is entered into by Minot State University, 500 University Ave West, Minot North Dakota, U.S.A., (hereafter referred to as MSU), and Hogskolen i Harstad (Harstad University College), Havnegata 5, Harstad, Norway, NO-9404 (hereafter referred to as HiH). To carry out the purposes of this agreement, MSU and HiH understand the following:

1. Purpose of the Agreement
   The purpose of this agreement is to coordinate field experience placements in Norway for MSU students majoring in Social Work, with the shared conviction that such an experience will contribute to the students’ understanding of global social welfare systems, as well as meet the objectives of the MSU course SWK 432: Field Education.

   This agreement will enable MSU students to complete SWK 432: Field Education while being placed in structured and educationally directed learning experiences in public and/or private human service agencies in Norway.

2. Roles and Responsibilities

   Under this agreement, the HiH Vernepleie faculty will:
   a) Provide field placements of 450 hours and field supervision to MSU students that offers opportunities for students to fulfill the CSWE core competencies and practice behaviors as delineated in the MSU learning plan workbook (see attached).

   b) Provide completed and signed copies of HiH’s and MSU’s midway and final student assessments to the MSU field coordinator by dates agreed upon by the MSU field coordinator, field supervisor, and student.

   c) Ensure that student time sheets have been reviewed and signed by field supervisors. It is the student’s responsibility to provide all time sheets to the field coordinator at MSU before the last week of the MSU semester.

   d) An official HiH university transcript will be sent to MSU at the conclusion of the field placement, not later than six weeks after the last day of the academic term.

   Under this agreement, the MSU Social Work department will:
   a) Coordinate with HiH practice-placement liaisons to meet with MSU field experience students. Joint meetings between HiH and MSU liaisons and student(s) will take place either face-to-face or via communication technology (e.g. Skype, IVN) at least twice per semester during the field experience. It will be the students’ responsibility to coordinate and schedule the meeting times with their HiH field instructor and MSU liaison.

   b) Provide orientation and training on MSU’s field learning plan workbook to students and to HiH liaisons. The workbook will be completed as part of student field experience evaluation.
c) Accept HiH’s PRUT15: Supervised Practical Training (22.5 ECTS credits) as equivalent to MSU’s SWK 432: Field Education (11 credits).

d) Provide SWK 491: Field Seminar to students in field placement at HiH via IVN (interactive video networking) or other communication technology.

In the event that either party determines that the field experience placement is inappropriate, or that the student is insufficiently prepared to complete the experience, both HiH Vernepleie faculty and MSU Social Work faculty agree to discuss the issue via IVN or other communication technology within 3 business days to determine the course of action.

3. **Financial Responsibilities of Students**

Students participating under this agreement will be responsible for all expenses incidental to the program including visas, travel expenses, applicable tuition and fees, and room and board. Each student must also obtain, at their own expense, insurance to cover medical contingencies in Norway.

4. **Housing Facilities and Support**

Students participating under this agreement will be offered accommodation through the HiH Student Welfare Organization (SiHa). Students may choose to take meals on the HiH campus cafeteria at their own expense. Pre-program support and preparation will be provided by the MSU Office of International Programs, while on-program support will be provided by the Harstad Director of International Relations.

Students participating under this agreement will have access to all student support services and facilities that are also available to regular degree-seeking students at HiH.

6. **Term and Termination**

This agreement will go into effect on 01 May 2013 and will be in effect for a period of three (3) years. This agreement may be modified by mutual written agreement of the parties during its term. The agreement can be renewed for additional periods by mutual written consent of the parties to the agreement. Both parties reserve the right to terminate this agreement upon written notice given six months prior to the termination date becoming effective.

7. **Administration, Amendments, Notices**

Administration of this Agreement shall be the responsibility of the Director of International Programs at MSU and the Head of International Affairs at HiH. Any additions, changes, or deletions must be approved by these official representatives of both universities.

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<tr>
<th>The address for notices at MSU is:</th>
<th>The address for notices at HiH is:</th>
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<tbody>
<tr>
<td><strong>Ms. Libby Claerbout, director of international programs</strong></td>
<td><strong>Ms. Sigrid Ag, Head of International Affairs</strong></td>
</tr>
<tr>
<td>Minot State University, 500 University Ave West</td>
<td>Harstad University College, Havnegata 5</td>
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<tr>
<td>Minot, ND, 58707, USA</td>
<td>9480 Harstad, Norway</td>
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<td>Telephone: +1-701-858-4155; Fax: +1-701-858-3279</td>
<td>Phone: +47 77 05 81 24; Fax: +47 77 05 81 01</td>
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<td>E-mail: <a href="mailto:libby.claerbout@minotstateu.edu">libby.claerbout@minotstateu.edu</a></td>
<td>E-mail: <a href="mailto:Sigrid.Ag@hih.no">Sigrid.Ag@hih.no</a></td>
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Each party is responsible for the claims, losses, damages and expenses that may arise out of negligent acts or omission of that party or its agents or employees in performance of this agreement.

Approved by both parties:

David Fuller, President  
Minot State University  
500 University Ave West  
Minot, ND 58701, U.S.A.  

Date: 4/2/12  

Bjørdi Olsvik, Rector  
Høgskolen i Harstad  
Havnegata 5  
Harstad, Norway, NO-9480  

Date: 20.03.13
Attachments:
1. MSU Social Work Field Instruction Manual
2. MSU Social Work Field Learning Contract Workbook

Definition of terms:

Field experience/education: Field Experience/education is an 11-credit field practicum that is designed to provide social work students a practice experience in a social work or human services related agency with professional supervision. Field experience is guided by the education policies and accreditation standards of the Council on Social Work Education (CSWE). Field education at Minot State University involves the active collaboration of the student, field instructors, and field liaisons.

Field Coordinator: The MSU faculty member responsible for orientation of students in preparing for field placements; coordinating field placements, and other duties related to field experience. The field coordinator is the person who performs the overall coordination of the field experience, including setting up sites, site visits if needed, trouble shooting, and making sure all paper work is completed (e.g. contracts signed).

Field Liaison: The individual who conducts the face-to-face site visits and discusses the learning plan progress with the student and field instructor/supervisor. The Field Liaison is typically a faculty member who is familiar with the social work curriculum and at minimum has earned the equivalent to a U.S. Master’s degree in Social Work.

Field Instructor/Supervisor: The field instructor is an agency/organization employee who has agreed to accept field placement students. This individual supervises and assesses daily activities of student in field placement. The field supervisor must hold, at a minimum, the equivalent to a U.S. Bachelor’s degree in Social Work.

Field Seminar: SWK 491 is the field seminar course taught concurrently with field experience/education. It integrates social work knowledge, values, skills, and ethics. At the successful completion of this course, students are ready for entry-level generalist social work practice.