

**University of Denver
Graduate School of Social Work**

Agency Agreement

Colorado Seminary which owns and operates the University of Denver and its Graduate School of Social Work ("School") and _____ ("Agency") mutually agree that the Agency will provide a field placement for educational and on-the-job training experiences that would be beneficial to graduate social work students of the School.

The Agreement will be in effect as of _____, 20__, until one party or the other ends the agreement, or ending _____, 20__; provided that, any termination by Agency shall not be effective, at the election of School, as to any student participating in the educational or on-the-job training experience under this Agreement until said student has completed the experience not to exceed the then current academic term or five (5) months.

During this period of time, the Agency and the School will mutually agree on the student assignments and the accepted level of academic preparation required for each student.

The Agency and the School mutually agree to follow the standards and guidelines of field instruction as outlined in the Field Manual of the University of Denver Graduate School of Social Work at <http://www.du.edu/socialwork/field/> incorporated into this Agreement by reference.

Each party agrees that no student in the educational or on-the-job training experience will be deemed to be an employee of the Agency or of the School. Each party agrees that the students will be in a learning situation and that the primary purpose of the placement is for the students' learning. It is further understood that the student shall not at any time replace or substitute for any Agency employee.

Agency shall keep confidential any student records obtained or created by Agency in accordance with the requirements of the Family Education Rights and Privacy Act (20 U.S.C. § 1232 g) ("FERPA") and the rules and regulations promulgated thereunder and the School's FERPA policy at http://www.du.edu/registrar/general/ferpa_student.html.

Each party agrees to comply, at its own expenses, with the provisions of all state, local and federal laws, regulations, ordinances, requirements and codes which are applicable to this Agreement.

Nothing contained in this Agreement shall be construed to create a joint venture, partnership, agent or employment relationship as between School and Employer.

Neither party has the authority to act for the other party, or to bind the other party in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the other party.

The parties agree that in the performance of this Agreement there will be no discrimination against students, employees, or other persons related to race, color, sex, religion, creed, age, national origin, sexual orientation, or disability.

The person signing for each party below represents that s/he has the proper signature authority to bind his/her respective party to the terms of this Agreement

SCHOOL

Colorado Seminary which owns and operates the University of Denver and its Graduate School of Social Work
Denver, CO 80208-0274

Dean

AGENCY

Name:

Address:

Executive Director
(or designated signatory)