This Memorandum of Understanding is entered into by and between the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, herein represented by the Vice Chancellor for Finance and Administrative Services and CFO of Louisiana State University and Agricultural and Mechanical College, and on behalf of the LSU School of Social Work, Baton Rouge, Louisiana, hereinafter referred to as “University,” and (insert Name of Agency), hereinafter referred to as “Agency.”

It is agreed by the aforesaid parties to be of mutual interest and advantage that the students enrolled in the School of Social Work are given the opportunity for and benefit of practical learning experiences provided by the Agency.

The aforesaid therefore understands that:

I. The Agency agrees to:

1. Provide a planned, supervised program of internship experience which is mutually acceptable to both the University and the Agency.
2. Maintain complete records and reports on each student’s performance and provide written evaluations of each student’s performance to the University at mid-semester and at the end of each semester.
3. Request the University to engage in a joint evaluation of any student whose performance is questionable, whose personal characteristics seem to prevent desirable relationships within the Agency, or whose health status becomes a detriment to the student's successful completion of the internship.
4. On reasonable request, to permit the inspection of the Agency facilities, services available for internship experience, student records, and such other items pertaining to the Agency program by the University.
5. Designate the name and professional credentials of the person(s) to be responsible for the supervision of interns.
6. Assign an internship supervisor who shall be a person mutually agreeable to the University and the Agency and who shall meet all of the qualifications and requirements to be an internship supervisor of the School of Social Work.
7. Immediately notify the University in writing of any change or proposed changes in the program.
8. Agency shall maintain professional and general liability insurance and workers compensation insurance in the amount of not less than $1,000,000 per occurrence during the term of this Agreement. Proof of insurance shall be provided upon request.

II. The University agrees to:

1. Send the name of each student as soon as possible before the beginning date of the internship.
2. Supply, with the student’s permission, any additional information required by the Agency prior to the arrival of the student.
3. Assign to the Agency only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum.
4. Make available faculty members to discuss with the designee of the Agency the assignment to be assumed by the student in the internship program.
5. Comply with all established policies and practices of the Agency as such policies and practices are made known to the University. The University further agrees that students will be subject to all rules and regulations pertaining to regular employees of the Agency.
6. Notify all participating students that their appearance and performance on duty will be commensurate at all times with the position that they are preparing to assume.
7. University shall maintain general and professional liability insurance and workers compensation coverage in the amount of not less than $1,000,000 per occurrence during the term of this Agreement. University may choose to provide coverage through a fully funded self-insurance program. Proof of insurance shall be provided upon request.

III. It is mutually agreed that:

1. The University and the Agency will indemnify, defend and hold each other harmless for and against any and all losses, damages, expenses, or other liabilities including attorneys’ fees, court costs, and related costs of defense, arising from or in any way connected with claims for personal injury, death, property damage or contractual liability that may be asserted against the University or the Agency by any party(ies), which arise or allegedly rise out of action, inaction, or breach by their own employee, student, agent, or representative while in the conduct of the training program or clinical experience.
2. The Agency will assess no fees to the University or students for the use of the Agency’s resources in connection with this training program.
3. The following are the responsibilities of the student(s):
   - Provide and maintain personal health insurance.
   - Follow the administrative policies of the Agency, including confidentiality policies, personnel practices, formal protocol, etc.
   - Provide his/her personal transportation and living arrangements.
   - Report to the Agency on time and follow all established rules and regulations during regularly scheduled operating hours of the agency.
   - Abide by the NASW Code of Ethics.
   - Abide by the Code of Student Conduct, the Graduate School Policies and Regulations, the School of Social Work Handbook, Field Internship Manual and the LSU School of Social Work Bulletin as they relate to professional behavior in field internships.

IV. Terms of Agreement:

1. Either party hereto may, upon giving sixty (60) days written notice, terminate this Memorandum.
2. Revisions to this Memorandum become effective upon approval of the parties hereto through written communication from both parties.
3. This Memorandum shall be interpreted and governed in accordance with the laws of the State of Louisiana. The venue of any action brought with regards to this Memorandum shall be the Nineteenth Judicial District Court, East Baton Rouge Parish, State of Louisiana.
4. The University and Agency shall comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and Title II of the Older Americans Amendments of 1975, and all related regulations, and assure that they do not, and will not, discriminate against any person on the basis of race, color, sex, creed, national origin, age or handicap under any program or activity receiving Federal financial assistance. Nothing in this agreement is intended to be contrary to State or Federal laws. In the event of conflict between terms of this agreement and any applicable State or Federal law, that State or Federal law will supersede the terms of this agreement. In the event of conflict between State and Federal laws, Federal laws will govern.
5. Periodic reviews of programs and policies will be conducted under the auspices of the Louisiana State University's Office of Academic Affairs.

6. University acknowledges Agency may/may not be a covered entity under HIPAA. University acknowledges that the students participating in educational/clinical experiences on the premises of the Agency (“Covered Entity”) are considered “workforce” under HIPPA regulations. It is understood that the Covered Entity will train University students on its Privacy policies and procedures prior to exposure to Protected Health Information, as defined by HIPAA regulations. University expects its students to adhere to the Privacy policies and procedures of the Covered Entity. Should there be any breach of the Covered Entity's Privacy policies and procedures by the student, the Covered Entity must notify the University faculty for disciplinary action of the student.

7. This Memorandum of Affiliation shall commence on _____________________. The Memorandum will automatically renew for one additional year, unless terminated at any time by mutual written consent.

**BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE**

L. Robert Kuhn Date
Interim Vice Chancellor for Finance and Administrative Services & CFO

**AGENCY:**

__________________________________
Agency Administrator/Director Date

**Recommended By:**

Daphne Cain, PhD Date
Interim Director, School of Social Work

__________________________________
Agency Field Supervisor Date

Traci F. Lilley, LCSW Date
Associate Director & Director of Field Internships

This Memorandum of Understanding should be signed and dated by each Agency director and/or authorized representative and returned to:

Field Office
School of Social Work
Louisiana State University
311 Huey P. Long Fieldhouse
Baton Rouge, LA 70803

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