

Contractual Agreements Between UVM and Placement Agency/Organization

Once student field placements have been verbally confirmed between the student and agency Field Instructor, the student is responsible for producing a written letter of confirmation indicating their intention to complete their internship with a specific agency and Field Instructor (and On-Site Supervisor, if applicable). The student sends the letter to their Field Instructor(s) and a copy to the Field Education Coordinator. This copy is retained in the student placement file in the Department of Social Work. At the end of the matching process, the Department submits the list of students and agency/Field Instructor matches to the College of Education and Social Services (CESS) Dean's Office. From there, a formal contract, or Affiliation Agreement, is drawn up and distributed to the designated agency director for agreement and signatures. It's important to note that the formal contract is between the University of Vermont and the agency or organization, not specifically between the student and Field Instructor. The CESS Dean's Office updates Agency Affiliation agreements every three years.