

21202

**ADOPTED
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508**

APR 14 1999

**COUNTY OF COOK
AND STATE OF ILLINOIS**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois**

**CLINICAL FACILITIES AGREEMENTS
SOCIAL SERVICE PRACTICUM
WASHINGTON COLLEGE**

THE CHANCELLOR

REPORTS

that there is a need for facilities in which students enrolled in the Social Service Practicum Program at Washington College can receive clinical experience; and that Agreements have been negotiated to use facilities at:

- Lutheran Social Service Southeast Case Management, 8704 S. Constance, Ave., Chicago
(Effective January 4, 1999 through May 15, 1999)
- Hull House LeClaire-Hearst Community Center, 4340 S. Lamon Ave., Chicago
(Effective January 4, 1999 through May 15, 1999)

that malpractice insurance requirements are with the coverage carried by the City Colleges of Chicago.

RECOMMENDS

that the Board of Trustees approves the Agreements stating the terms and conditions whereby the facilities will be available to conduct the Social Service Practicum Program at Washington College; and authorizes the Chairman and Assistant Secretary to execute said Agreements on behalf of the Board.

Respectfully submitted,

Wayne D. Watson
Chancellor

April 14, 1999

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SOCIAL SERVICE STUDIES PRACTICUM AGREEMENT

between

THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

and

Hull House Le Claire-Hearst Community Center

This agreement is entered into by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois (hereinafter the "Board") on behalf of Harold Washington College and

Hull House Le Claire-Hearst Community Center

(hereinafter "Agency") to prepare students for positions in the field of Social Service.

It is hereby agreed by the parties as follows:

1. The Agency agrees to provide the Board's students with a varied clinical experience which will include as many of the following as possible.
 - a. intake procedures and skills
 - b. exposure to the mission and purpose of the Agency
 - c. assessment of basic problems clients bring to the Agency
 - d. appropriate record keeping
 - e. interviewing, listening and observing clients
 - f. individual counseling
 - g. group counseling
 - h. family/marital counseling
 - i. referral; follow-up
 - j. intervention strategies
 - k. counseling skills with special populations.
2. Each of the Board's students assigned to the Agency's practicum shall have an individual supervisor who shall be the

employee of the Agency and who shall be assigned to the student by the Agency.

3. The duration of Agency's practicum shall be one semester in length. The practicum shall commence on January 4, 1999 and terminate on May 15, 1999.
4. Each student, as a course requirement, shall spend 20 hours per week at the Agency. Each Agency supervisor shall document student attendance. Each student shall also participate in one and one half hours of group clinical supervision at Harold Washington College.
5. The Board agrees to appoint a Harold Washington College Program Coordinator for the purpose of maintaining ongoing contact with each Agency practicum supervisor. At a minimum such contact shall include, a) one visit by the Harold Washington College Program Coordinator to the Agency to meet student and Agency's representative, b) telephone contact between Harold Washington College Program Coordinator and Agency on an as needed basis, c) two written evaluations of the student's performance at specified intervals completed by the Agency's supervisor. Copies of these evaluations will be sent to the student and Harold Washington College Program Coordinator and these evaluations will remain part of the student's permanent record file and the property of the Board.
6. Supervision of the Intern:
 - a. It is the preference of the Harold Washington College Program that the student's Agency supervisor be a social worker. Individuals who possess recognized Mental Health degrees (i.e., M.S.W., M.A., Ph.D) may also be considered as potential supervisors, provided that they possess an acceptable amount of expertise in social work intervention.
 - b. No field-work agency supervisor may supervise more than four interns.
 - c. The student shall receive no less than a total of two hours of individual and group clinical Agency supervision per week.
 - d. Each of the Board's students shall, as a requirement in

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the completion of their practicums, submit a written and detailed evaluation of their practicum experiences to the Harold Washington College Practicum Coordinator on or by the last class day of the semester.

7. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.
8. The Agency's employees shall maintain and preserve the confidentiality of all student records.
9. Documentation of student progress and training needs:
 - a. The Agency practicum supervisor agrees to address the issue of the student's additional training and supervisory needs. The supervisor's assessment of student's additional training and supervisory needs shall be discussed with the student and included as a written component of all intern evaluations.
 - b. The Agency practicum supervisor shall document and evaluate the student's progress in meeting the stated goals of the practicum. This shall be done by the completion of two students evaluations. These evaluations shall be shared by the Agency supervisor with the student and discussed in detail. The student will sign the evaluation indicating whether or not s/he is in agreement with the evaluation. All evaluations shall be mailed to the Harold Washington College practicum coordinator within ten days of their completion.
10. The agency reserves the right to terminate any student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College program coordinator that the student is in violation of any local, state or federal law, Agency or Board rules, or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.
11. The Board reserves the right to terminate any student's practicum prior to completion if it determines that the Agency is not providing an appropriate experience for the student.
12. All parties agree that the termination of a practicum in

process shall only be done under extreme circumstances, and shall not be done without prior discussion between the Agency, the Harold Washington College coordinator, and the student.

13. Insurance - The Board's students will be protected by malpractice in the following amounts, \$1,000,00/1,000,000 via Near North Insurance Company policy.
14. This agreement may be terminated by either party upon 30 days written notice sent to the parties at the address below:

FOR THE BOARD

FOR AGENCY

Wayne D. Watson
Chancellor
City College of Chicago

Hull House Le Claire-Hearst
Community Center
4340 S. Lamon Avenue
Chicago, IL 60638

and

Atten: Ernestine Starks

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

15. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.
16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via insurance policies through spouse or family, or the student may arrange coverage via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student beginning his/her practicum.

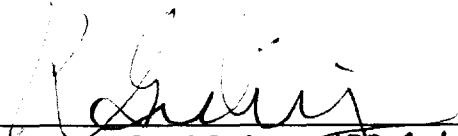
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In witness whereof, the parties have executed this

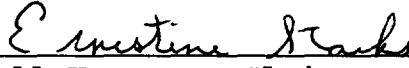
agreement on this 15th day of April, 1999.

FOR THE BOARD

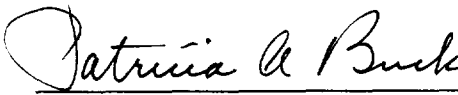
FOR AGENCY



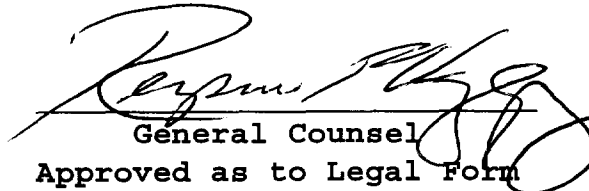
Ronald Gidwitz **APR 14 1999**
Chairman





Hull House Le Claire-Hearst
Community Center



Patricia Buck
Assistant Secretary



General Counsel
Approved as to Legal Form




Tina Temples (student)

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SOCIAL SERVICE STUDIES PRACTICUM
AGREEMENT

between

THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

and

Lutheran Social Service Southeast Case Management

This agreement is entered into by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois (hereinafter the "Board") on behalf of Harold Washington College and

Lutheran Social Service Southeast Case Management

(hereinafter "Agency") to prepare students for positions in the field of Social Service.

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FOR THE BOARD

FOR AGENCY

Wayne D. Watson
Chancellor
City College of Chicago

Lutheran Social Service
Southeast Case Management
8704 S. Constance Avenue
Chicago, IL 60617

and

Atten: Arletha Posey

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

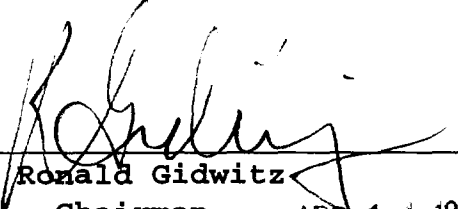
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In witness whereof, the parties have executed this

agreement on this _____ day of _____, 19____.

FOR THE BOARD



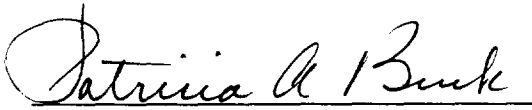
Ronald Gidwitz
Chairman

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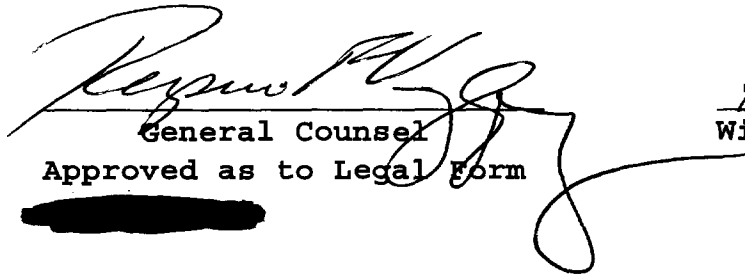
FOR AGENCY




Anletha Posey
Lutheran Social Service
Southeast Case Management



Patricia A. Buck
Assistant Secretary



General Counsel
Approved as to Legal Form




Willie Gilbreath (student)