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| ***System Office of Risk Services***  Phone: (907) 450-8150  Fax: (907) 450-8177  Email: [ua-sors-dept@alaska.edu](mailto:ua-sors-dept@alaska.edu) | UA_Logo_color |  | Butrovich Building  910 Yukon Drive, Suite 001  PO Box 755240  Fairbanks, AK 99775-5240  [www.alaska.edu/risksafety](http://www.alaska.edu/risksafety) |

**School of Social Work – Volunteer Field Instructors and Liability Coverage**

At times, UA may need to recruit field practicum instructors to volunteer one hour per week to provide educational supervision for UA students.  When the following criteria have been met, these field instructors will qualify as volunteers for UA and will be covered under UA’s professional liability insurance while acting within the course and scope of his/her volunteer assignment. The coverage is automatic and becomes effective upon departmental assessment of compliance with the following:

1. Review and determine field instructor meets the volunteer status requirements in accordance with the UA guideline: <http://www.alaska.edu/risksafety/download/Guidelines-for-Departments-Using-Volunteer-Services.pdf>
2. The field practicum placement agency has no employer relationship with the volunteer field instructor
3. The volunteer field instructor has submitted an application, meets UAA credential requirements, and meets UA established minimum qualifications
4. The student, external field practicum agency, and volunteer field instructor sign off on a Learning Contract specifying what the student will be doing to meet the learning objectives
5. UA provides orientation and training to the volunteer field instructor
6. UA provides the volunteer field instructor with a policy and procedure manual and requires compliance
7. UA assigns the work location for the volunteer field instructor
8. UA supervises the volunteer field instructor through periodic contact throughout the year, including site visits at least once a semester
9. UA reserves the right to terminate the volunteer field instructor’s assignment

Insurance references:

<http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/student-professional-liab/>

<http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/general-liability/>

Contact your risk manager for questions or additional assistance.