SDSU | College of Health and Human Services
School of Social Work

August 2026

Memorandum

TO: SDSU Social Work Field Practicum Agencies / Community Partners

FROM: Amanda Lee, LCSW, Director of Field Education, School of Social Work

RE: 2026-2027 Certificates of Liability Insurance / Evidence of Coverage for SDSU School of Social Work Interns

This memo serves to verify that our social work interns enrolled and registered in their respective Graduate or Undergraduate Field Practicum Courses are covered through the Student Professional Liability Insurance Program (SPLIP) for the 2026-2027 Academic Year when a current SDSU Community- Based Service-Learning Agreement (aka MOU or contract) is in effect.

In accordance with the San Diego State University and Community-Based Organization Service Learning Agreement under the "General Provisions Section," the University shall provide professional personal general liability and educator's errors and omissions liability coverage for students enrolled in Social Work credential programs performing community service for academic credit, through the Student Professional Liability Insurance Program (SPLIP) and Student Academic Field Experience for Credit Liability Insurance Program. (SAFECLIP) The coverage limits under this program are $1,000,000.00 each claim and $2,000,000.00 policy aggregate for all Covered Parties, and not per student.

Copies of 2026-2027 Certificates of Liability Insurance are available by request by reaching out to swfield@sdsu.edu **(The new policy summary documents are usually available by the end of August.)**

Professional and General Liability Coverage Summaries: Student Academic Field Experience for Credit Liability Insurance Program (**SAFECLIP**) — for students performing community services or volunteer work for academic credit. Student Professional Liability Insurance Program (**SPLIP**).

Should you require further information regarding the Liability Insurance coverage and/or Service Learning Agreements, please refer to http://bfa.sdsu.edu/safety/riskmanagement. For questions related to the field program, please contact the Field Administrative Assistant in the School of Social Work at swfield@sdsu.edu.

Thank you for your time and providing a high-quality field instruction program for our interns.

Regarding the renewal of the contract, or Service Learning Agreement with your agency –the contract runs pursuant to the term length defined therein and upon expiration of the contract will require written amendment to extend its term. On June 2010, the agreement form for field experience or Service Learning Agreement (SLA) was revised. This updated form was developed to maintain coverage for students and the University. Any time a student is engaged in an off-campus service learning experience in conjunction with a course for credit, a Service Learning Agreement is needed in order to protect the student and the University.