



**Carleton**  
UNIVERSITY

**FLEMING**  
SIR SANDFORD FLEMING COLLEGE

**Memorandum of Agreement  
Between  
Carleton University and  
Sir Sandford Fleming College**

Carleton University has agreed to offer the Bachelor of Social Work degree program at Sir Sandford Fleming College commencing September 2003. This agreement is initially for a period of three years, conditional on there being sufficient enrolment to maintain the viability of the program. The terms of the agreement are as follows:

1. Carleton University will deliver the second and third year of the BSW program at Sir Sandford Fleming College over the period from September 2003 to August 2005. Thereafter, with sufficient registration Carleton University will continue to offer the BSW program, concurrently delivering courses at the second, third and fourth year levels of the undergraduate social work degree program.
2. Sir Sandford Fleming College will develop appropriate marketing and promotional initiatives designed to attract students. Marketing & promotional materials will be provided by Carleton University.
3. Sir Sandford Fleming College will provide a BSW program liaison who will be a College employee.
4. The BSW program liaison will promote the BSW program in the Peterborough area.
5. The BSW program liaison will consult with Carleton University in coordinating and scheduling course offerings.
6. The BSW program liaison will assist and advise students and in general be a link between Sir Sandford Fleming College and Carleton University.
7. Sir Sandford Fleming College will provide appropriate office space for the BSW program liaison and for Carleton University instructors, including furniture, computer workstation, printer, phone, fax and requisite office supplies.
8. Sir Sandford Fleming College will provide appropriate classroom space, teaching equipment and instructional support services and other facilities as required for the delivery of courses. All students will have access to technology in Sir Sandford Fleming College's learning commons—including access to PCs equipped with CD-ROM drives, internet access and Microsoft Office suite of applications and access to the Sir Sandford Fleming College library, including borrowing privileges.
9. Sir Sandford Fleming College will pay incidental long distance telephone and incidental travel costs.

10. Sir Sandford Fleming College will provide a link between Carleton University and the local social service agencies and assist in setting up practicum placements for students.
11. Carleton University will administer the admissions of students into the BSW program at Sir Sandford Fleming College.
12. Carleton University will be responsible for student registration and for keeping the official student records
13. Carleton University will be responsible for the assignment of courses and faculty who will teach the courses.
14. Carleton University will cover the travel costs for faculty teaching in Peterborough.
15. Carleton University will assess regular tuition fees for students enrolling in the BSW program. In consideration of the services rendered by Sir Sandford Fleming College (as specified above), Carleton University will pay to the College \$30,000 in 2003-04 (year 1), \$50,000 in 2004-05 (year 2), and \$75,000 in 2005-06 (year 3).

The intention is that in September 2003 three social work courses will be delivered in Peterborough to a cohort of 25 students who have completed the Social Service Work diploma. In 2004-2005 the third year of the BSW program will be offered. As accorded by the articulation agreement, graduates of Sir Sandford Fleming College will be granted 5 advanced credits on admission. In addition, arrangements will be made with regard to students taking the elective course requirements at Trent University. If registration warrants, the BSW program will be offered at Sir Sandford Fleming College by Carleton University on an ongoing basis.

**Dated at Peterborough, Ontario this 23<sup>rd</sup> day of January 2003.**

**Sir Sandford Fleming College**

Signed:

*Brian Desbiens*

Name:

*BRIAN DESBIENS*

Title:

*PRESIDENT.*

\_\_\_\_\_  
Witness

**Carleton University**

Signed:

*Martha Wiebe*

Name:

*Martha Wiebe*

Title:

*Acting Director*

\_\_\_\_\_  
Witness