

SOU PRACTICUM-INTERNSHIP AGREEMENT

Agency—Student—University

(Please Print)

Agency Name

Student's Name

Agency Address

Student's Address

Agency Phone/Fax

Student's Phone

E-mail

Direct Supervisor Name/Phone

Practicum Director

Phone

Terms and Year _____ Practicum /Internship Credit Hours _____ (1 Credit = 30 agency hours)

The primary reason for participating in a practicum is to apply academic knowledge in a practical setting. The above agency, student and SOU faculty agree to the following expectations, commitments, and responsibilities in fulfilling this experiential learning opportunity:

Student Responsibilities

Student acknowledges that the environmental science & policy practicum-internship director has provided (through Moodle course site) the written documentation of the type, duration, work expectations, grading and any other criteria to be used in the granting of academic credit for this practicum experience (course syllabus). Student agrees to notify the practicum director and practicum site of any change in circumstances that will prevent completion of the practicum.

The STUDENT agrees to:

1. Complete all course requirements as described in the syllabus.
2. Demonstrate responsible behavior in fulfilling the usual and customary demands involving interpersonal courtesy, punctuality, etc. For example, the practicum student should attend and scheduled individual conferences with university or agency supervisors, fulfill schedules and time commitments, clear all absences in advance, log all working hours, contact university and agency supervisors if any problem arises, etc.
3. Provide 30 hours of on-site services for each one-hour of academic credit per quarter.

Termination of Student Participation for Cause

Student agrees to comply with the Site's administrative and operating policies, procedures, rules and regulations. The Site may request that the University withdraw from the program any student who, in the Site's judgment, is not performing satisfactorily or who refuses to follow the Site's administrative and operating policies, procedures and regulations. The University may also withdraw from the program any student who does not comply with the academic requirements or who engages in unethical behavior that has been substantiated by the agency or other parties.

The SOU Practicum-Internship Director agrees to:

1. Assure the student has the pre-requisite coursework needed to enroll in the practicum.
2. Conduct a regular evaluation of student progress based on journal entries, readings, and agency feedback.
3. Meet individually or telephonically with the student when necessary each term to discuss work submitted and general concerns related to on-the-job-problems associated with the practicum.
4. Consider any other needs or concerns related to the practicum placement and the student's progress.

The AGENCY site supervisor agrees to:

1. Interview eligible students for practicum experience.
2. Provide the student with "real life" agency experiences involving direct observation and interaction related to individuals and groups receiving services.
3. Provide the university practicum director and the student with ongoing oral feedback regarding the student's performance at the agency either by telephone or direct meeting as is suitable and feasible, and also provide a brief written evaluation of the student at the end of the term.

Liability and Insurance

Student acknowledges that his/her participation in this experiential learning does not establish them as an employee or agent of Southern Oregon University. SOU accepts NO liability for the acts, omissions, and conduct of the students participating in the experiential learning with host organizations, and is prohibited from providing coverage with State Accident Insurance, liability insurance, or workers' compensation insurance.

Discrimination

Neither the University nor the Site shall engage in discrimination in the treatment of any participant connected with the practicum. Discrimination means any act that unreasonably differentiates selection and treatment, intended or unintended, based upon age, handicap, national origin, race, marital status, religion, sex, or sexual orientation. Student agrees to notify the practicum director and/or SOU Affirmative Action officer of any act that she/he believes constitutes discrimination or sexual harassment.

By our signatures below, we acknowledge that we have read, understand, and agree to abide by the terms of this agreement.

_____	_____
Student	Date
_____	_____
Agency/Site Representative	Date
_____	_____
Practicum-Internship Director	Date
_____	_____
Southern Oregon University Office of VPFA	Date