



**STUDENT PLACEMENT AGREEMENT**

**Student Name:**

**Contact Phone:**

**Core Site:**

**E-mail Address:**

**Client Contact:**

**direct**

**indirect**

**both**

**Agency Name:**

**Website:**

**Agency Address:**

**City/State/Zip:**

**Field Supervisor Name:**

**Title and Degree:**

**Contact Phone:**

**E-mail Address:**

**Student Intern Quarterly Responsibilities**

1. Complete 120 hours of work each quarter at the internship placement.
2. Work with Field Supervisor and University Instructor to develop Learning Contract.
3. Work toward achieving learning objectives through engaging in the learning activities.
4. Follow policies and procedures of the Agency and University.
5. Behave ethically and professionally.
6. Assess the learning experience.
7. Coordinate the field visit and evaluation paperwork.

Student Signature

Date:

**Field Supervisor Quarterly Responsibilities**

1. Share knowledge and experience to enhance positive student learning.
2. Work with the student to complete the Learning Contract.
3. Provide appropriate work experience that includes training and supervision.
4. Clarify the philosophy, vision, mission, and goals of the organization.
5. Brief the student on organization policy and procedure guidelines (including safety and confidentiality).
6. Meet with the student for a minimum of 60 minutes weekly to discuss student progress.
7. Attend a minimum of one quarterly field visit with the University Instructor and student.
8. Evaluate student performance at the end of the quarter.

Field Supervisor Signature

Date:

**University Instructor Responsibilities**

1. Oversee student learning in the practicum/internship seminar.
2. Work with the student and Field Supervisor to develop the Learning Contract.
3. Assist the student and Field Supervisor with concerns as appropriate.
4. Meet with the Field Supervisor and student at least once a quarter.

University Instructor Signature

Date: