



EASTERN OREGON
UNIVERSITY

EOU Internship/Practicum – Student learning contract

Student name: _____ Student ID: _____

Term(s) covered by practicum. List term(s) and year(s): _____

Course number and prefix: _____ No. credit hours: _____

Instructor of record: _____ Supervisor: _____

The student, instructor and supervisor work together to develop learning objectives. Setting objectives ensures that the training received on the job is related to the student’s major or career objectives, and helps determine potential new or expanded learning opportunities and responsibilities available on the job. The internship/practicum will provide the student with the ability to integrate classroom theory with workplace practice. Specific and measurable objectives will help to determine the learning or educational value of the experience. Students should consider three kinds of objectives: 1) those related to the profession; 2) those related to the student’s major discipline, and; 3) those related to the student’s personal intellectual growth.

This agreement is entered into by Eastern Oregon University, the above student, and:

Organization: _____ Telephone: _____

Address: _____

Job Description (attach additional pages if necessary): _____

Beginning Date: _____ Ending Date: _____

Learning objectives (attach additional pages if necessary): _____

Documentation of achievement (How many hours will student work, performing what kinds of tasks to fulfill the requirements of the practicum? Includes papers/journals): _____

Student signature: _____ **Date:** _____ I agree to the terms*

Supervisor signature: _____ **Date:** _____ I agree to the terms*

Faculty signature: _____ **Date:** _____

*Student / Supervisor has read and accepts conditions on reverse side of this page.

INSURANCE: The Oregon Tort Claims Act (ORS 30.260.300) permits the University to accept responsibility only for the acts of its officers, employees, and agents. Since a student does not qualify as any of these persons, the University is prohibited from accepting any liability for the acts, omissions, and conduct of its students. Workers' compensation coverage is provided *only* if the student is being paid for the internship. Eastern Oregon University provides only health insurance (for a fee) to its students.

Student: Read the following statement and initial to acknowledge you understand it: _____

I understand that Eastern Oregon University provides health insurance at student rates. I may elect out of the insurance if I have other health insurance coverage. I also know that Eastern Oregon University will not provide professional liability nor workers' compensation coverage for me. I will be responsible for providing my own insurance if it is not provided by the agency for which I am performing my practicum. If federal work-study monies are paying me while on this practicum, I will be covered by workers' compensation insurance through the University. *I must secure the signature of the Financial Aid Director/Counselor to verify that I am being paid on work-study funds.*

Signature of Financial Aid Director/Counselor: _____ **Date:** _____

AGENCY RESPONSIBILITIES: The agency will provide a learning/working site where the student will be able to accomplish the agreed upon learning objectives in a safe site free of discrimination and harassment.

DISCRIMINATION: The parties listed on the first page shall not engage in discrimination in the treatment of any participant connected with the internship/practicum. Discrimination means any act that unreasonably differentiates selection and treatment intended or unintended based on age, handicap, national origin, race, marital status, religion, sex, or sexual orientation.

SEXUAL HARASSMENT: Sexual harassment is illegal. Sexual harassment includes unwelcome sexual advances and requests for sexual favors. It also includes other verbal or physical conduct of a sexual nature. Sexual harassment is prohibited between the student and any client and is prohibited between the student and the supervisor, and the student and the faculty member.

TERMINATION PRIOR TO END OF THE PLACEMENT: The agency may request Eastern Oregon University to withdraw the student who is not performing satisfactorily or who refuses to follow the organization's administrative and operating policies, procedures, rules, and regulations. The student may request to leave the practicum/internship if he/she believes there are irreconcilable differences or if the student believes he/she is in any danger. In both instances, the professor should be notified promptly and an attempt at resolution made. Student should not return to the work site until faculty has deemed doing so appropriate and safe for the student.

EASTERN OREGON UNIVERSITY RESPONSIBILITIES: EOU is responsible for working with the supervisor and/or agency to place a student who is at the level needed by the agency. The faculty member will make a mid-term contract to discuss how the practicum is progressing. Should there be an issue, the faculty member will attempt to resolve the issue immediately or place the student into another placement and work through any credit hour issues.

STUDENT RESPONSIBILITIES: the student will sign up for credit for the internship if that is what the faculty member and the student have agreed upon. The student will treat the position as any job, will complete the assignments as spelled out in this contract, will keep the hours agreed upon by the student and the supervisor, and will notify that supervisor should he/she be absent. The student will keep the advisor informed if there is a potential problem developing. The student will conduct him/herself in a professional manner remembering that this may be a confidential site and treat it as such. In addition to the requirements for the course, the student will document hours in a way that can be verified by professor and supervisor.

PUBLIC RELEASE AUTHORIZATION: in order for the agency to use your name, photograph or quotes you must sign a release form and vice-versa. With a signed consent the agency may use these in any form of publicity. If the student is to use information from or about the agency, he/she must have the appropriate consent forms signed by the agency and or student.

Checklist for student internship/practicum

TIMELINE DATE(S)

_____ Term(s) and year you anticipate doing practicum work

_____ Date to have everything arranged (request with practicum supervisor, any background checks, etc.)

_____ Starting date

_____ Date to have contract returned to faculty member (end of 1st week)

_____ Tentative date scheduled for meeting with student, supervisor and faculty advisor

_____ Date to satisfy class requirements (list requirements) _____

SOME GUIDANCE

- Know if there are prerequisites for the practicum/internship, especially class standing
- Schedule an advising session to review possibilities well in advance of desired term/year. You will want to choose a practicum that fits with your career goals, in an area where you see yourself working, and where you might want a letter of reference from a supervisor.
- Know whether arranging the practicum is your responsibility (can vary by program)
- Credit hour formula: for every credit hour for which you are enrolled, you will be expected to complete 30 hrs of work (including journal/paper writing, etc.). This is an average of 3 hrs per week over the term (e.g., 150 hrs, or 15/wk, for five-credits)
- Arrange the interview, and compare your expectations with those of the supervisor.
- Find out if there is pay involved (if you qualify for financial aid and the agency is non-profit, funding may be possible if the agency can pay up to 25% of your wages).
- Obtain a contract from your faculty advisor/person supervising practicum at EOU.
- Determine the position description, learning outcomes and documentation that will be required to fulfill the practicum.
- Know the procedures around documenting your time, keeping a journal. Be sure the journal does not violate any confidentiality standards—write in the journal in such a manner that, if it were lost, no harm would come to any of the individuals mentioned in it. Use pseudonyms—no real names.
- Keep in mind—if the supervisor is dissatisfied with your performance, you may be asked to quite the practicum—this can be an embarrassment for you and for the academic program, so take the practicum very seriously.
- Should you find yourself in an unsuitable work site or are experiencing difficulties such as discrimination or harassment, contact your faculty supervisor promptly, and do not return to the site before speaking with him/her about the situation.
- If you agree to certain hours and working conditions, stick to them. This will ensure a good working relationship for you, for EOU, and for the agency/provider. They are agreeing to train you, in turn you need to fulfill your end of the agreement.
- You may have to submit to a background check, urinalysis, etc.
- Know the code of ethics relevant for your profession, and adhere to it.
- You are working in an office with professionals—you should work to understand the organizational culture, show respect, and to dress and behave accordingly.