

INTERNSHIP/PRACTICUM – STUDENT LEARNING CONTRACT

Student Name: _____ **Social Security Number:** _____

Address while on Internship: _____ **Telephone:** _____

Email: _____ **Term/Terms of Internship:** _____

Course Number and Prefix: _____ **Number of Credit Hours:** _____

Paid Internship Rate: _____ **Index:** _____

Instructor of Record: _____ **Supervisor:** _____

It is imperative that 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.

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 (attach additional pages if necessary):

Student Signature: _____ **Date:** _____

Faculty Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

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 statement below and initial that you read and understand here: _____

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.

Financial Aid Director/Counselor: _____

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 immediately and an attempt at resolution should be made.

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 contact 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 keep and sign a time sheet and turn it in to the professor at the end of the term.

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.