

HUMAN SERVICES LEADERSHIP FIELD EXPERIENCE
PROGRAM MEMORANDUM

Internship-120 Hours

- A. The University of Wisconsin Oshkosh Department of Human Services Leadership hereinafter referred to as "The HSL Department"
- B. _____, hereinafter referred to as "The Field Agency"

WITNESSETH:

WHEREAS the HSL Department must provide instruction in human services agencies/arenas for all human services leadership students in order to achieve its objectives, and

WHEREAS The Field Agency is willing to make its facilities available to The HSL Department for this instruction of any field experience in fulfillment of a course/graduation requirement. This is regarding in Human Services Leadership Internship (120 hours) Course HS 325. The course description and learning objectives for each course are attached.

NOW THEREFORE,

1. The HSL Department through the HSL Field Placement Office agrees to/that:
 - a. Assure students meet field experience eligibility requirements.
 - b. Assign students to The Field Agency for the purpose of obtaining experience in the human services profession as needed in agreement with both parties for one semester, fall, spring, or summer, as assigned.
 - c. Notify The Field Agency of the number of students that it expects to assign for placement by August 1 for the fall semester, January 1 for the spring semester and June 1 for the summer semester.
 - d. Assign human services leadership faculty/staff to provide student supervision.
 - e. With signed authorization from the student, complete state of Wisconsin Criminal Background Check (CBC). Maintain copies of CBC results. Enforce the HSL Criminal Background Check Policy to assure The Field Agency is informed regarding information about the student as a result of this background check.
 - f. Require students to comply with all health screenings required of The Field Agency.
 - g. Require students to understand they are responsible for awareness of and compliance with all policies, procedures, standards, and practices of The Field Agency as attested by their signature on the required application for admission to field experience.
 - h. On contract with the University, The Field/Course Instructors shall:

- (1) Work in cooperation with the student and The Field Agency's personnel to assure that the field experiences are in conformity with THE HSL Department's policies governing human services leadership practice.
- (2) Provide students a course syllabus and articulate course learning goals. Review learning agreement with agency and student for suitability to the required field experience learning outcomes and the student's goals.
- (3) Assure supervisory contact between the student, The Field/Course Instructor and The Field Agency Designee.
- (4) Know that official channels of communication between The HSL Department and The Field Agency in the daily working relationships will be between The Field/Course Instructor and The Field Agency's Designee. In matters of major policy and/or special circumstances, the official channel shall be between The Department's Field Director and The Field Agency's Designee(s). Contact information for the HSL Director of Field Placement is included herein.
- (5) Provide and be responsible for all The HSL Department's documents/records, which The Field Agency may wish to include in its files.
- (6) Provide on-going administrative support as needed by the student(s).

2. The Field Agency agrees to:

- a. Ensure that the fieldwork is conducted in accordance with The Field Agency's safety precautions and procedures
- b. Allow planned supervisory contact between the student, The Field/Course Instructor and The Field Agency Designee.
- c. Permit The Field Agency Designee(s) to participate in the program as follows:
 - (1) Provide orientation, training and all applicable policies and procedures to students relative to The Field Agency.
 - (2) Assist students as they develop a learning agreement which specifies the student's duties and responsibilities.
 - (3) Provide appropriate feedback to students regarding their performance and effectiveness in meeting the needs of The Field Agency.
 - (4) Provide supervision and support to students as they fulfill the duties of the placement.

- (5) Communicate directly with students and their Field/Course Instructor in matters concerning the placement experience. Communicate with the HSL Field Director for administrative matters or special circumstances concerning the placement experience.

3. Student Responsibilities:

- a. Meet requirements of the placement experience as established by the Field/Course Instructor and The HSL Department and observe the policy and regulations of The Field Agency.
- b. Prepare learning agreement with input of field supervisor outlining their placement plan to guide the internship activities for suitability to the required field experience learning outcomes and the student's goals.
- c. Students are under the direct supervision of both the Field/Course Instructor and the Field Agency Designee. Any concerns regarding The Field Agency's policies should be discussed with the Field/Course Instructor.
- d. Be responsible for her/his own transportation, parking, and any expenses associated with this field experience.
- e. Comply with and abide by all policies, regulations, and requirements (including but not limited to health information records) of The Field Agency while participating in this program pursuant to this Program Memorandum.
- f. Comply with The Field Agency's dress code and other personnel practices.
- g. Abide by the Ethical Standards for Human Service Workers. The Ethical Standards for Human Service Workers are available at this link:
<http://www.nationalhumanservices.org/ethical-standards-for-hs-professionals>.
- h. Students will read this Program Memorandum and specify that they understand this Program memorandum by endorsement of Appendix A.

GENERAL PROVISIONS

This Program Memorandum shall continue in force between the parties for a period of one year, unless with a six-month prior notice one of the parties hereto shall be given written notice of revision or termination whereupon their Program Memorandum shall be revised or terminated as of the then current year.

The Field Agency reserves the right, pursuant to this Program Memorandum, to immediately terminate the assignment of a student to The Field Agency as a student intern pursuant to this Program Memorandum upon violation of the terms and conditions of this Program Memorandum by student or upon showing of good cause to the HSL Department by The Field Agency. Should The Field Agency elect to terminate a student's participation with The Field Agency pursuant to this Program Memorandum, The Field Agency shall not be responsible for any monetary or other losses sustained by the student because of the student's termination from assignment to The Field Agency pursuant to this Program Memorandum.

Unless this field experience meets THE HSL Department's criteria for a paid internship, and is pre-approved as such, placement is an unpaid field experience. Any compensation arrangements made between The Field Agency and a student is outside of this Agreement.

It is The Field Agency's responsibility to determine what provisions or actions, if any, may be necessary or desirable to fulfill any liability and workers' compensation obligations created by participation in this Agreement. The Field Agency has the right to send agency representatives to review the University's program.

APPROVED FOR THE UNIVERSITY OF WISCONSIN OSHKOSH:

__Dr. Toni House_____
Printed Name and Title of Authorized Official
Human Services Leadership
Department Chair

University Contact Information:

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SAMPLE of Appendix A (Student submits at start of program)

Appendix A - Field Experience Agreements: Student Acknowledgement

The undersigned student of the University of Wisconsin Oshkosh Department of Human Services Leadership hereby acknowledges they have read the foregoing Affiliation Agreement and Program Memorandum between the University of Wisconsin Oshkosh Department of Human Services Leadership and _____, and hereby acknowledges that they understand the terms of said

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Affiliation Agreement and Program Memorandum, understands the various duties and responsibilities of The HSL Department, The Field Agency and Student pursuant to said Affiliation Agreement and Program Memorandum, and agrees to participate in a field experience program in Human Services Leadership with The Field Agency as arranged through The HSL Department.

Date

Printed or typed Student Name

Student Signature