

Statement of Understanding
Between the Cooperative Education/Academic Internships Program of
Pacific Lutheran University and
Affiliated Agencies

Agency Name

Division

I. Preamble

Inasmuch as Pacific Lutheran University and agencies share common interests about the value of internships and field experiences in education, and since students register for and receive University credit for agency supervised field experience education, therefore this letter of understanding delineates areas of responsibility for both the university and experiential education agencies.

II. Understanding

A. Pacific Lutheran University will, through faculty sponsors, carry out the functions and responsibilities specified in the following areas.

1. Placement of Students

- a. The university will confer with the agency about the number and types of students it might accept for placement, the nature of the learning experience, and the agency's expectations of the student in meeting the agency's needs.
- b. The university places students only with agencies whose affirmative action policies prohibit discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam era veteran.
- c. The agency may request appropriate information about each student applicant's background and professional interests.

2. Liaison with agencies and internship sites.

- a. The agency will designate the workplace supervisor or coordinator.
- b. The agency supervisor or coordinator will carry out the basic responsibilities:
 - i. assisting in the development of a Learning Agreement
 - ii. assuming all supervision responsibilities, and
 - iii. reviewing and evaluating the progress of the student learning.

B. The agency, under the terms of this Statement of Understanding, will provide learning opportunities to students enrolled in Pacific Lutheran University's Cooperative Education/Academic Internship Program.

1. Placement of Students

- a. The agency reserves the right to interview and approve students proposed for placement consistent with agency's and university's affirmative action persons on the basis of race, color, creed, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam era veteran.
- b. The number of hours spent by the student with the agency is determined with consideration of the agency's needs and student's credit requirements. The specific scheduling of hours is negotiable between the student and the agency supervisor.

2. Learning Experience

- a. The agency will designate a qualified staff member who will serve as supervisor and will direct student learning. The supervisor and student will develop a Learning Agreement.
- b. The agency agrees to comply with university expectations regarding performance evaluations of students.

- c. The agency agrees to provide a minimum of 1 hour of direct supervision per week provided by the agency supervisor(s).
 - d. The supervisor(s) will confer as appropriate with the PLU faculty sponsor about the student progress.
 - e. When student continuation in the placement is in question, the agency supervisor will contact the appropriate PLU faculty sponsor or PLU cooperative education office.
 - f. The agency and/or Co-op Program have the right to terminate a student's placement following consultation between the agency supervisor and PLU faculty sponsor and cooperative education office, and in accordance with the PLU Grievance Procedures and/or the Committee on Student Procedures.
3. Support Services
- a. The agency will provide reasonable office, work space and support services for students.
 - b. The agency will allocate reasonable time to supervisor to carry out their student support responsibilities.

The employer retains full responsibility for establishing standards for the quality of work carried out by students. Student interns placed with the employer function as representatives for the employer, the employer will maintain administrative and professional supervision of students insofar as their presence affects the operation of the employer and/or direct or indirect services to clients.

The university shall indemnify and hold employer harmless for claims by third persons resulting from negligent actions of the student intern only if the action is contrary to the employer's instruction. Employer shall indemnify and hold the university harmless for any and all other claims related to the Learning Agreement.

Students shall not replace employer personnel. Faculty sponsors and cooperative education staff are not employees of the agency, but are responsible to the agency and the university for abiding to the terms of this agreement.

Errors or problems occurring within the course of the internship will be reported immediately to the faculty sponsor or the Co-op Office.

It is understood that this contract shall be in effect for up to two years. It may be revised or modified at any time by mutual consent. Such modifications and/or revisions shall be accomplished by the addition of an addendum until such time as the changes can be incorporated into the body of the agreement.

Dated the ____ day of _____, 2011, to be effective through the ____ day of _____, 2013

Employer Representative Signature

Vice President, Finance and Operations
Pacific Lutheran University

Representative Print Name

Provost

Employer Name

Pacific Lutheran University
Office of the Provost
Tacoma, WA 98447
Phone: (253) 535-7126

Employer Address

Employer Telephone