

**WASHINGTON STATE UNIVERSITY
COLLEGE OF AGRICULTURAL, HUMAN, AND NATURAL RESOURCES SCIENCES
DEPARTMENT OF HUMAN DEVELOPMENT
FIELD PLACEMENT INTERNSHIP AGREEMENT**

THIS FIELD PLACEMENT INTERNSHIP AGREEMENT (“Agreement”) is between WASHINGTON STATE UNIVERSITY (“University”), acting through the College of Agricultural, Human, and Natural Resources Sciences (“College”) and the Department of Human Development (“HD Department”), and _____ (“Cooperating Institution”), and is effective as of the date of last signature indicated below.

RECITALS

- The HD Department within the College offers instruction and programs in a wide spectrum of interrelated studies in human development sciences and services which provide a multi-perspective approach to such services.
- The HD Department’s curriculum for preparing students enrolled in its undergraduate program (“Students”) includes a requirement for Students to acquire experience in multi-disciplinary human service roles prior to earning a degree from the University.
- The Cooperating Institution has suitable experiences, supervisors, and facilities available for the educational experience of such Students, and is desirous of participating in the HD Department’s field placement internship program (“Program”).
- It is mutually beneficial to the University and Cooperating Institution to have the Students participate as interns in the Program at Cooperating Institution’s facilities.

THE PURPOSE OF THIS AGREEMENT is to provide the cooperative arrangements for the Program for Students. This Agreement sets forth the duties and responsibilities of the Cooperating Institution and the University with respect to these experiences.

As consideration for the mutual covenants and agreements contained in this Agreement, the University and Cooperating Institution agree as follows:

1. University’s Undertakings: The University shall undertake the following:
 - a. Assume responsibility for all instruction and administration of the program in the HD Department.
 - b. Establish standards for the selection and employment of faculty employed primarily to teach Students.
 - c. Appoint faculty for Student instruction and pay their salaries, and administrative and support costs.

- d. Provide information regarding dates for instruction, according to the University calendar.
 - e. Assign for professional training in the Cooperating Institution only those Students who have met the entrance requirement of the undergraduate program in the HD Department and have completed prerequisite coursework appropriate to prepare the Students for participation in the Program.
2. Cooperating Institution's Undertakings: The Cooperating Institution shall, consistent with its primary obligation to care for its clients/patients/students, and consistent with its available space and facilities, undertake the following:
- a. Consider accepting those Students who express interest or apply to participate in the Program at the Cooperating Institution.
 - b. Review Student qualifications and decide whether to accept a Student for participation in the Program at the Cooperating Institution. Cooperating Institution reserves the right to require an application, including a background check, of any Student, and may decline any Student who does not satisfactorily meet Cooperating Institution's requirements.
 - c. Orient the Student to the policies, rules, and schedules of the Cooperating Institution.
 - d. Assign a direct supervisor who will be on site or readily available by phone or other electronic means for consultation, supervision, and direction for the Student participating in the Program.
 - e. Provide learning experience opportunities appropriate for a Student completing a baccalaureate degree and preparing to enter a professional career related to human development.
 - f. Cooperate with faculty members assigned to the teaching unit in the selection of Student learning experiences.
 - g. Provide necessary supplies and equipment for completion of internship responsibilities, at the discretion of Cooperating Institution.
3. Joint Undertakings: The parties shall jointly undertake the following:
- a. Each party to this Agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other nor will either party assume any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.
 - b. In collaboration with the Student, develop a learning plan, including intended Student learning outcomes, for Student placement in the Cooperating Institution.
 - c. Plan for periodic review of the Agreement.
 - d. Support the Student's completion of necessary application elements, including a background check. The Cooperating Institution may require a background check

of the Student before field placement internship begins. Neither the University nor Cooperating Institution has responsibility to pay for the background check. The Cooperating Institution has the right to refuse placement of a Student for incomplete or insufficient background check or based on the results of a background check.

4. Costs and Expectations: It is specifically agreed that neither party shall be responsible for costs or expenditures incurred by the other in the conduct of the Program, unless expressly agreed in writing.

Student may be compensated, as negotiated between the Student and Cooperating Institution. Responsibility for payment of taxes lies with the Student and Cooperating Institution, as determined by applicable law.

5. Student Insurance: Cooperating Institution will accept placement of only those Students who are insured against liability for actions or inactions occurring in the field placement internship setting. Students participating in the Program will be covered either by an experiential student policy offered through the University or acquired by the Student through another source. The limits on the liability policy shall be, at minimum, \$1,000,000 per occurrence. Certificates of such coverage purchased by the Student will be provided to Cooperating Institution upon request. Should proof of insurance not meet with Cooperating Institution's approval and satisfaction, Cooperating Institution may refuse to accept any Student for placement.
6. Student's Status: The Student assigned to the Cooperating Institution shall be and remain a Student of the University and shall in no sense be considered an employee of the Cooperating Institution unless otherwise agreed in writing between the Cooperating Institution and the Student. The Student shall not displace regular employees of the Cooperating Institution. The University will inform the Student of the Cooperating Institution's requirement that the Student adhere to the Cooperating Institution's rules, regulations, procedures, and policies while participating in the Program. The Cooperating Institution shall have the right to terminate the use of any of its facilities by any Student where flagrant or repeated violations of the Cooperating Institution's rules, regulations, procedures, and policies occur. Such action will not normally be taken until the grievance against any Student has been discussed with the University and the appropriate representative of the HD Department. The Cooperating Institution reserves the right to take immediate action where necessary to maintain operation of the institution free from disruption. University reserves the right to withdraw a Student from the field placement if University determines that to be in the best educational interest of the Student. The Student may also be withdrawn by mutual agreement of the parties.

7. Notices: All notices or official communication which may be required under this Agreement shall be given as follows:

a. Notice to University: Department of Human Development
Washington State University
PO Box 644852
Pullman, WA 99164-4852

b. Notice to Cooperating Institution:

Institution Name: _____
Contact Name: _____
Contact Title: _____
Institution Address: _____

Email: _____
Telephone: _____

8. Non-Discrimination: There will be no discrimination in the performance of this Agreement on the basis of race, religion, creed, color, national origin, families with children, sex, marital status, sexual orientation (including gender identity), age, genetic history, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, in compliance with (a) Presidential Executive Order 11246, as amended, including the Equal Opportunity Clause contained therein; (b) Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Act of 1974, as amended, and the Affirmative Action Clauses contained therein; (c) the Americans with Disabilities Act of 1990, as amended; and (d) applicable non-discrimination laws of the state of Washington. The parties further agree they will not maintain facilities which are segregated on the basis of race, color, religion, or national origin in compliance with Presidential Executive Order 11246, as amended, and will comply with the Americans with Disabilities Act of 1990, as amended, regarding programs, services, activities, and employment practices.

9. Amendments: This Agreement may be amended by mutual agreement in a writing, executed by authorized officials of each party, and appended herewith.

10. Term and Termination: This Agreement shall become effective upon signature by all parties, and shall continue for four (4) years (“Term”) unless renewed or terminated in accordance with the provisions herein. The Agreement may be renewed for one (1) additional term of four (4) years, by mutual written agreement of the parties. Either party may terminate the Agreement on July 1 of any year during the Term, provided written notice is given to the other party at least six (6) months in advance of the proposed termination date.
11. Authorized Signatures: The parties executing this Agreement below hereby certify they have the authority to sign this Agreement on behalf of their respective parties and that the parties agree to the terms and conditions of this Agreement as shown by the signatures below.

IT IS SO AGREED.

WASHINGTON STATE UNIVERSITY

BY (signature): _____

NAME (printed): _____

TITLE: _____

DATE OF SIGNATURE: _____

COOPERATING INSTITUTION

BY (signature): _____

NAME (printed): _____

TITLE: _____

DATE OF SIGNATURE: _____