HUMAN SERVICES LEADERSHIP FIELD EXPERIENCE
PROGRAM MEMORANDUM

A. The University of Wisconsin Oshkosh Department of Human Services Leadership hereinafter referred to as “The HSL Department”

B. __****SAMPLE***__, 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. These include Introduction to Human Services (30 hours) Course HS-203, Human Services Leadership Internship (120 hours) Course HS-325 or Human Services Leadership Advanced Internship (280 hours) Courses HS 420, 421 & 422 as applicable. 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.
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 The Field Agency’s dress code and other personnel practices.

   f. Comply with and abide by all policies and regulations of The Field Agency while participating in this program pursuant to this Program Memorandum.

   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 s/he understands this Program memorandum by endorsement of Appendix A.

**GENERAL PROVISIONS**

This Program Memorandum shall continue in force between the parties for a period of three years between September 1, 2016 and August 31st, 2019, 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 as a result 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.

IN WITNESS WHEREOF, The HSL Department has executed this Program Memorandum which, when executed by the participating Field Agency, shall bind all parties to the terms thereof.

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