

**College-Agency Agreement for Placement of Students**

This agreement is entered into this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 2011, between the Shasta-Tehama-Trinity Joint Community College District (“Shasta College” or “SC”), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (“Agency”).

**I. STATEMENT OF PURPOSE**

A. SHASTA COLLEGE

SHASTA COLLEGE is committed to service in the community and applied learning experiences for its students (“STUDENTS”). This is accomplished both through field education and service learning opportunities on campus. Field education and service learning involve the completion of internship assignments in the local community that tie meaningful learning experiences directly to course content. Through reflective activities, service, and field seminars, students enhance their understanding of course content, sense of civic responsibility, self-awareness, professional development and commitment to the community.

B. Name of Agency (Name and its mission):

C. AGENCY and SC recognize the opportunity for meaningful learning experiences for SC students. SC supports the goals and objectives of the AGENCY program in which STUDENTS will participate.

**II. PRIORITIES**

**A. PROGRAM ACTIVITIES**

Activities will be accomplished in accordance with the STUDENT’s Learning Agreement, reviewed and agreed upon by the STUDENT, Shasta College and Agency prior to the start of the experience.

The STUDENT shall:

* 1. Participate in all relevant training by the AGENCY as stated in Section III-A-2, Training and Orientation of this document.
  2. Model professional, ethical and appropriate behavior when working with clients, the AGENCY employees and when present at the AGENCY site or otherwise acting on behalf of the AGENCY.
  3. Support AGENCY as it pertains to the STUDENT’s learning experience Meet the goals of the AGENCY and the related course in which the STUDENT is enrolled.
  4. Fulfill the agreed upon scope of work duties,

**B. SAFE AND PRODUCTIVE ENVIRONMENT**

The AGENCY is committed to providing a safe and productive environment for STUDENTS in the field program. With proper supervision and training by the Community Partner, the risks will be minimized.

1. **The AGENCY shall:**

a. Give STUDENT a complete tour of the site, and ensure that the STUDENT is aware of all safety policies and emergency procedures and is able to act responsibly in case of an emergency.

b. Comply with California law, which may require the AGENCY to obtain fingerprints of STUDENT and submit them to the Department of Justice, and/or the Federal Bureau of Investigation, for a criminal background check. It is the AGENCY’s responsibility to: 1) Determine whether such fingerprinting is required; 2) obtain the STUDENT’s fingerprints; and 3) obtain criminal background clearance from the appropriate agency.

c. Comply with California law, which may require the AGENCY to require STUDENT to submit results of a Tuberculosis (TB) Test. It is the AGENCY’s responsibility to: 1) Determine whether such TB testing is required; (2) to notify the College in writing of this requirement in advance of the STUDENT’s placement at the worksite and; (3) obtain results from STUDENT.

d. Notify the appropriate SHASTA COLLEGE program coordinator in writing, within 24 hours, of any health & safety hazards and/or incidents of violence or misconduct involving a STUDENT that occur at the AGENCY worksite or while the STUDENT is acting on behalf of the AGENCY during the contract period.

**2. SC will ensure that STUDENT agrees to the following:**

a. Abide by AGENCY rules and regulations while on site and working with AGENCY clients and staff.

. b. His or her actions with clients are safe, positive, productive and ethical.

c. Support the program and its objectives by providing support for clients and/or AGENCY staff as necessary and agreed upon in Section II-A, Program Activities, of this document.

**3. Hold Harmless and Insurance**

a. Mutual Hold Harmless

SHASTA COLLEGE agrees at all times to defend, indemnify, hold harmless AGENCY, its officers, agents and/or employees for any and all claims, expenses, demands, damages, judgments, causes of action, liability, loss or injury, regardless of their nature or character, in any manner whatsoever arising out of the College’s wrongful acts in connection with this program, unless the proximate cause of such claim, expense, demand, damage, judgment, cause of action, liability, loss or injury is the sole negligence or willful misconduct of the AGENCY.

AGENCY agrees at all times to defend, indemnify, hold harmless SHASTA COLLEGE, its officers, agents and/or employees, for any and all claims, expenses, demands, damages, judgments, causes of action, liability, loss or injury, regardless of their nature or character, in any manner whatsoever arising out of the Agency’s wrongful acts in connection with this program, unless the proximate cause of such claim, expense, demand, damage, judgment, cause of action, liability, loss or injury is the sole negligence or willful misconduct of the SHASTA COLLEGE.

b. Certificate of Insurance

AGENCY shall provide SHASTA COLLEGE with a Certificate of Insurance, specifically indicating participant inclusion, and showing that coverage includes comprehensive general liability insurance including bodily injury, property damage, and auto liability of at least $1,000,000 combined single limit, and providing for 30 days prior written notice by the insurance company of cancellation, intent not to renew, or material change in coverage.  AGENCY shall also provide a separate Additional Insured Endorsement showing SHASTA COLLEGE and its employees as additional insureds.

# III. STRUCTURE AND SUPPORT OF STUDENT LEARNING AT THE AGENCY

## A. **AGENCY**

1. **Site Supervision** - The AGENCY shall provide a supervisor, who has been identified in the STUDENT’s Learning Agreement , to be responsible for the safety and supervision of STUDENT while on site. The Supervisor shall meet with the STUDENT regularly to facilitate the learning experience and professional development for the STUDENT, to provide support and to review progress on assignments and activities. All AGENCY program staff will support the STUDENT as they interact with him/her and provide guidance and advice as necessary and appropriate. A secondary supervisor will be responsible for the STUDENT in the absence of primary supervision.

a. The AGENCY supervisor will communicate on a regular basis with the SC staff or faculty member who has assigned the community-based learning experience.

b. The AGENCY supervisor or his or her designee shall meet with the appropriate SC program coordinator in order to facilitate the most mutually beneficial experience for all parties involved, or at the request of any of the parties involved.

**2.** **Training and Orientation** – The AGENCY supervisor shall provide specific training needed by the STUDENT prior to his/her working with clients or providing service.

**3.** **Work Space** - STUDENT will have an appropriate space at the AGENCY site in which to conduct his/her assigned work. AGENCY will provide access and training for any and all equipment necessary for STUDENT to fulfill his/her service role.

**4.** **Evaluation/Field Assessment**

a. The AGENCY supervisor, in collaboration with the STUDENT, will complete and return the required student evaluation regarding quality of service that the STUDENT provided to the AGENCY at the end of each semester, or as agreed upon in the STUDENT’s Learning Agreement.

b. The AGENCY supervisor will complete and return any required evaluations of the quality of service provided by SC staff, faculty and STUDENTS as agreed upon in the COLLEGE-AGENCY AGREEMENT FOR PLACEMENT OF STUDENTS and the STUDENT’s Learning Agreement.

**B.** **SC will assign STUDENT to the AGENCY** in connection with courses offered by SHASTA COLLEGE academic departments, institutes and programs.

**B.** **Training and Reflection –** Staff of the appropriate SCacademic department, institute or program and/or SC faculty will provide training for STUDENT regarding responsibilities in Section II and will provide opportunities for STUDENT to reflect upon his/her experience working at the AGENCY worksite.

**C.** **Supervision and Accountability** - The appropriate SC program coordinator will work with the STUDENT, AGENCY and SC faculty to meet the expectations and priorities of the AGENCY site.

**IV. LENGTH OF AGREEMENT TERM**

**A. Initial Term** – SC and AGENCY have reached this initial agreement for the term beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ , and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_ . This agreement shall become effective upon execution. This agreement may be terminated by either party without cause after giving the other party 30 days advance written notice of the intention to terminate.

1. **Renewal Process –** This agreement may be renewed every \_\_\_\_\_\_ years. The renewal process is based on STUDENT feedback, AGENCY evaluations and SC faculty desire to continue this relationship for the purpose of community-based learning under the conditions that:

1. The SC and AGENCY continue to be committed to actively supporting the goals of the other.

2. The STUDENT work is meaningful and helps to provide essential support to the AGENCY.

3. The relationship is consistent with the goals of the AGENCY, SC, STUDENT and faculty.

This document reflects my understanding of the relationship.

**AGENCY SHASTA COLLEGE**

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Authorized Signatory Program Director

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Title Date

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