

**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
ST. CLOUD STATE UNIVERSITY**

**MEMORANDUM OF AGREEMENT  
FOR STUDENT PRACTICUM EXPERIENCE  
HIGHER EDUCATION ADMINISTRATION PROGRAM**

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of St. Cloud State University, St. Cloud, Minnesota (“the University”) and \_\_\_\_\_ (“the Site Mentor/Practicum Site”). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

*The purpose of this Memorandum of Agreement is to outline the terms of the practicum experience for the student of the University and to identify the responsibilities of the University and the Site Mentor/ Practicum Site.*

**A. THE PARTIES UNDERSTAND THAT:**

1. The University has a Higher Education Administration Program (the “Program”) for qualified students enrolled in the University; and
2. The University has been given authority to enter into Agreements regarding academic programs; and
3. The Site Mentor/Practicum Site has facilities for providing a suitable practicum experience that meets the educational needs of students enrolled in the Program of the University; and
4. It is in the general interest of the Site Mentor to provide a Practicum Site where University students can learn and develop skills and qualifications needed to achieve the student’s occupational goals and satisfy the Program requirements while assisting in the development of higher education administrators; and
5. The University and the Site Mentor want to cooperate to furnish a practicum experience at the site for students of the University enrolled in the Program.

**B. RESPONSIBILITIES OF EACH PARTY**

**1. The University agrees to:**

- a. make arrangements with the Site Mentor for a practicum experience that will support the student’s occupational goals and meet any applicable Program requirements.
- b. receive periodic reports from the student, discuss the student’s performance and progress with the student and the Site Mentor as needed, and make a visit to the practicum site at the end of the practicum experience.
- c. discuss with the Site Mentor any problems or concerns arising from the student’s participation.
- d. notify the Site Mentor in the event the student is no longer enrolled in the Program at the University.
- e. assist in the evaluation of the student’s performance in the practicum experience.

**2. The Site Mentor/Practicum Site agrees to:**

- a. cooperate with the University in providing a mutually agreeable practicum experience at the practicum site that supports the student's educational and occupational goals.
- b. collaborate with the student to create a statement of the student's learning goals and objectives to be accomplished through the practicum experience, a list of activities specific to meeting the determined goals and objectives, and a work schedule including days, times, and special dates/events.
- c. provide an orientation to the practicum setting and to the organizational environment.
- d. provide regular supervision meetings with the practicum student in order to enhance and support student learning.
- e. provide the student with appropriate work space.
- f. develop projects for the practicum experience with the student.
- g. provide specific duties for the practicum student.
- h. provide information and resources as appropriate to help the student complete the practicum experience in a successful manner.
- i. make suggestions for reading related to the practicum area.
- j. provide a statement on professional ethics and confidentiality for the student as it pertains to the practicum site and encourage the student to be ethical at all times.
- k. consult with the University about any difficulties arising at the practicum site that may affect the student's participation.
- l. notify the student and University if the Practicum Site does not cover the student for professional errors and omissions so the student is able to procure such coverage.
- m. assist in the evaluation of the student's performance, including the completion of a dispositions assessment, competencies assessment, and participation in an exit interview with the student and the practicum coordinator at the end of the practicum experience.

**3. LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

**4. TERM OF AGREEMENT**

This Agreement is in effect from \_\_\_\_\_ or when fully executed, and shall remain in effect until \_\_\_\_\_. This Agreement may be terminated by giving at least seven (7) days advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date, including reason(s) for termination.

**5. FINANCIAL CONSIDERATION**

- a. The University and the Site Mentor/Practicum Site each agree to bear their own costs associated with this Agreement and that no payment is required by either the University or the Site Mentor/Practicum Site to the other party.
- b. The Site Mentor/Practicum Site is not required to reimburse the University faculty or students for any services rendered to the Practicum Site or its customers pursuant to this Agreement.

**6. CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

**7. ASSIGNMENT**

Neither the University nor the Site Mentor/Practicum Site shall assign or transfer any rights or obligations under this agreement without first obtaining the written consent of the other party.

**8. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Site Mentor/Practicum Site agrees that in fulfilling the duties of this Agreement, the Site Mentor/Practicum Site is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

**9. MINNESOTA GOVERNMENT DATA PRACTICES ACT**

The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (“the Act)) that classify the University’s written and electronic information as public, private, or confidential. Except as otherwise provided in law or University policy, data on students is private and may not be shared with any other party. If the Site Mentor/Practicum Site receives a request from a third party for any data provided to the Site Mentor/Practicum Site by the University, the Site Mentor/Practicum Site agrees to immediately notify the University. The University will give the Site Mentor/Practicum Site instructions concerning the release of the data to the requesting party before the data is released and the Site Mentor/Practicum Site agrees to follow those instructions.

**10. STUDENT PRACTICUM EXPERIENCE AGREEMENT**

The student assigned to a practicum experience at the Practicum Site shall be required to sign a Student Practicum Experience Agreement (attached to this Agreement and made part of it) before the student begins the practicum experience at the Practicum Site.

*In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Student Goals can be modified or dissolved at any time upon the mutual agreement of the Site Mentor and the University.*

**PRACTICUM SITE**

**ST. CLOUD STATE UNIVERSITY**

\_\_\_\_\_  
Site Mentor

\_\_\_\_\_  
Practicum Coordinator

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT A**  
**STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

Name of College/University: \_\_\_\_\_

Name of College/University Program (“the Program”): \_\_\_\_\_

Type of Training Experience/Internship: \_\_\_\_\_

Dates of Training/Internship: \_\_\_\_\_

Student’s Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Average number of hours to be worked by the Student each week: \_\_\_\_\_

Facility Name and Address: \_\_\_\_\_

Location Where Training will Occur (if different from Facility’s Address above):

\_\_\_\_\_

Facility Representative’s Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Activities/Job tasks and skills the Student will learn: \_\_\_\_\_

Tools and Equipment the Student will use:

\_\_\_\_\_

**STUDENT RESPONSIBILITIES**

In exchange for the opportunity to participate in the training experience/ internship at the Facility, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Facility’s training site. The Student will promptly notify the Facility’s training site if unable to report. The Student’s placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn;
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program;
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner;
5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Facility’s training site;
6. Be present at the Facility’s training site on the dates and for the number of hours agreed upon;
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University’s instructor/lab assistant.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage;
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Student's Signature: \_\_\_\_\_

Student's Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Name of Student's Parent (required for students under 18 years of age) (please print):

\_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_[Name of Institution], part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.

**STUDENT PRACTICUM EXPERIENCE AGREEMENT**

Practicum Student Name: dd

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Practicum Semester and Year: \_\_\_\_\_

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Site Mentor Name: \_\_\_\_\_

Site Mentor Title: \_\_\_\_\_

Site Location: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Mentor's Phone Number: \_\_\_\_\_

Site Mentor's Email: \_\_\_\_\_

Best means by which to reach the Site Mentor: \_\_\_\_\_

Best time to reach the Site Mentor: \_\_\_\_\_

Description of the Site: \_\_\_\_\_

Description of Placement Activities and Opportunities: \_\_\_\_\_

## STUDENT PRACTICUM EXPERIENCE AGREEMENT

Practicum Student Name: \_\_\_\_\_

Practicum Site: \_\_\_\_\_

Using your Professional Development Plan and Disposition Assessment as guides, develop three learning goals for the practicum experience. Make them specific, measurable, action-oriented, realistic, and timely. For each one, include an outcome measure and a list of action steps or objectives with timelines for completion.

1. Goal:

\_\_\_\_\_

Outcome Measure:

\_\_\_\_\_

Action Steps:

\_\_\_\_\_

2. Goal:

\_\_\_\_\_

Outcome Measure:

\_\_\_\_\_

Action Steps:

\_\_\_\_\_

3. Goal:

\_\_\_\_\_

Outcome Measure:

\_\_\_\_\_

Action Steps:

\_\_\_\_\_

Comments: \_\_\_\_\_

## **STUDENT PRACTICUM EXPERIENCE AGREEMENT**

In exchange for the opportunity to participate in the practicum experience at the Practicum Site, the Student agrees to:

1. Keep regular attendance and be on time. The student will promptly notify the Site Mentor if unable to report. The student's placement will automatically terminate if the student terminates her/his enrollment in the Program or is no longer enrolled as a student at the University; and
2. Be present at the approved Practicum Site on the dates and for the number of hours agreed upon totaling 100 hours of work experience; and
3. Demonstrate honesty, confidentiality, courtesy, a cooperative attitude, and a willingness to learn; and
4. Act responsibly at all times and adhere to all University policies governing the practicum experience; and
5. Furnish the Practicum Coordinator with all necessary information and complete all necessary reports. Submitting falsified reports is cause for immediate expulsion from the Program; and
6. Conform to all rules, regulations, and policies including health, safety, and work environment of the Practicum Site, follow all instructions given by the Practicum Site, and always conduct self in a safe manner; and
7. Consult with the Practicum Coordinator about any difficulties arising at the Practicum Site; and
8. Not terminate her/his participation in the practicum experience at the Practicum Site without first consulting with the Practicum Coordinator.

The Student also understands and agrees that:

1. Placement and participation in this practicum experience is not employment with the University or Practicum Site; and
2. The student is not covered by the University worker's compensation coverage; and
3. The student will not receive any money or compensation or benefits of any kind from the University in exchange for her/his participation in the practicum experience other than three credits if the student completes 100 hours in a satisfactory manner.

The student also understands that the Practicum Sites does not promise or guarantee any future employment for the student.

The student understands that s/he is responsible for providing her/his own health insurance and for any and all medical expenses incurred by her/him related to any injury, loss, or illness sustained by her/him while participating in the practicum experience at the Practicum Site.

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Student Signature

Date

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Site Mentor Signature

Date

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Practicum Coordinator Signature

Date