

INSTRUCTIONS and REQUIREMENTS

UNIVERSITY OF OKLAHOMA INTRA-DEPARTMENTAL PRACTICUM / INTERNSHIP/ ROTATION LETTER OF AGREEMENT

The University of Oklahoma is a constitutionally created institution of higher education. The Board of Regents of the University of Oklahoma, a legal entity, is comprised of many subsets that have separate resources, but are not separate legal entities. When these subsets establish interdepartmental initiatives, they shall sign Letters of Agreement (“LOA”) to define the obligations and expectations of each party.

The OU College/School/Department (“School”) shall take the following steps before entering into an agreement with another OU College/School/Department (“the Facility”) where the School’s Students will participate in a Practicum, Internship, Rotation or similar arrangement (“Practicum”):

1. The School’s Dean/Director/Chair **with signatory authority** (“Dean”) arranges or authorizes a Faculty Liaison or representative to arrange a Practicum with the Facility.

If the Dean is unsure who has signatory authority, he/she may contact Lezlie Marsh in Administration and Finance, who maintains the signatory authority list.

2. (a) The Dean approves the placement and agrees to the terms of the attached LOA; or

(b) If the parties use an alternative agreement or make substantive changes to this LOA:
 - the School forwards the agreement to the OU Office of Legal Counsel (“OLC”) and
 - the OLC reviews/revises the agreement as needed and returns to the School to negotiate the revisions. The School may contact the OLC for assistance during these negotiations.

3. The Dean, his/her counterpart at the Facility, and the OU Faculty Liaison sign the LOA. The School keeps a copy for future reference, and places a copy in the Student file.

4. The School obtains a signed and witnessed Student Acknowledgement and Release (Exhibit A) for each participating Student, forwards it to the Facility, maintains a copy on file for future reference, and places a copy in the Student file.

For guidance on OU's document retention policies, see:

www.ou.edu/content/dam/AdminFinance/documents/Records_Retention_Policy_Norman_Campus.pdf

**UNIVERSITY OF OKLAHOMA
INTER-DEPARTMENTAL PRACTICUM / INTERNSHIP/ ROTATION
LETTER OF AGREEMENT**

On this ____ day of _____, 20____, the University of Oklahoma College/School/Department of _____(“the School”), and the University of Oklahoma College/School/Department of _____ (“the Facility”), including any subsets listed in Attachment B, agree that Students enrolled at the School may engage in an Internship, Practicum, Rotation or similar arrangement (“Practicum”) at the Facility, according to the following conditions:

A. The School and the Facility jointly agree:

1. This Agreement shall be effective beginning _____, 20____, and ending _____, 20____. Either party may terminate this Agreement by giving the other advance notice of termination of not less than thirty (30) days. The Agreement may be terminated at any time by mutual consent. If this Agreement is terminated during a Practicum, however, the parties agree to allow current Students to complete the Practicum.

2. Access to Student records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, commonly known as “FERPA,” and all other applicable laws.

3. This agreement entails no compensation or payment between the parties.

4. Neither party nor any of its participants shall publish any materials as a direct result of the Practicum, without giving the non-publishing party an opportunity to review the publication in advance. No confidential information of the Facility, its staff or clients may be included in any publication without prior written permission from the Facility.

5. When circumstances indicate that a Student must be immediately withdrawn from the Practicum, the Facility shall promptly inform the School, and the School shall withdraw the Student.

B. Responsibilities of the School:

1. The School shall designate a Faculty Liaison to coordinate all aspects of the Practicum with the Facility and assist in developing Student assignments, training activities and

Student evaluations.

2. The School shall require each participating Student to complete, sign and return Attachment A, "Student Acknowledgement and Release."

C. Responsibilities of the Facility:

1. The Facility is responsible for the actual supervision and control of the Student's activities within the Facility. The Facility will designate one or more staff persons ("Instructor(s)") with appropriate qualifications to instruct and supervise the Student.

2. The Facility will provide the Student with appropriate training and resources to foster the Student's learning experience

3. The Instructor will be responsible for prompt submission of reports that adequately describe the Student's progress, if the School requires.

4. The Facility will communicate immediately with the Faculty Liaison any concern regarding the Student's performance or progress.

5. The Facility will agree to arrange Student schedules that minimize conflict between their schedules and those of the School and the Student.

6. The Facility agrees to provide each Student in the Facility with the relevant policies, rules, regulations, and expectations with which the Student is required to comply.

D. Responsibilities of the Student:

See Attachment A that the Student and one witness shall sign and date.

APPROVED:

Dean/Director/Chair with Signatory Authority

Date

OU College/School/Department of _____

Acknowledged by Faculty Liaison
University of Oklahoma

Date

Facility Representative

Date

ATTACHMENT A
STUDENT ACKNOWLEDGEMENT AND RELEASE

On this ____ day of _____, 20____, _____ (“the Student”) accepts the following responsibilities in order to participate in the Practicum with the Facility:

- A. The Student shall act professionally and ethically at all times at the Facility.
- B. The Student shall respect the confidentiality of information that the Facility indicates is confidential, and any personal, sensitive, or private information that he/she discovers or has access to, including but not limited to medical records, both during and after the Practicum.
- C. The Student shall adhere to School, Facility and University policies, procedures, and operating standards, and complete and submit all required documentation, including proof of immunizations, drug tests or background checks.
- D. The Student will prepare for and participate in any evaluation conferences that the School or Facility may require.
- E. The Student is responsible for acquiring and maintaining his/her own health and accident, automobile, and professional liability insurance, if required.
- F. Participation in this Practicum does not make the Student an employee of the Facility or the School or entitle him/her to financial remuneration, unless agreed by the Facility and Student in advance and in writing.
- G. The Student travels to and from the practicum/internship at his/her own expense and risk.

These terms shall serve as a release and assumption of risk for myself, my heirs, estate, administrator, assignees, legatees, members of my family, and any other representative.

APPROVED:

Student signature	Date	Print Student name
Witness signature	Date	Print Witness name

ATTACHMENT B
Schedule of Facility Schools / Departments

The following Facility Schools and/or Departments join in this Letter of Agreement to receive the School's Practicum Students:

Dean/Director/Chair with Signatory Authority OU College/School/Department of _____	Date
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Dean/Director/Chair with Signatory Authority OU College/School/Department of _____	Date
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Dean/Director/Chair with Signatory Authority OU College/School/Department of _____	Date
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Dean/Director/Chair with Signatory Authority OU College/School/Department of _____	Date
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Dean/Director/Chair with Signatory Authority OU College/School/Department of _____	Date
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Dean/Director/Chair with Signatory Authority OU College/School/Department of _____	Date
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