

STUDENT EXTERNSHIP/PRACTICUM AGREEMENT

Site: _____

EXTERNSHIP SITE WILL:

- Designate a staff member to serve as a liaison between JMLS, the Student and the Externship Site.
- Establish a work schedule that will accommodate JMLS and enable the Student to meet the requirements of both JMLS and the Externship Site for completion of the program.
- Orient the student to the Externship Site's mission, policies and procedures.
- Provide quality work assignments related to the Student's academic studies.
- Assign the Student to supervisors who will provide on-the-job training, counsel students regarding their performance, conduct appraisals share progress reports with JMLS, and complete necessary forms for JMLS.
- Notify JMLS of any change in the Student's status.
- At conclusion of the externship, complete the student evaluation form and verify number of hours worked with signature.

JMLS WILL:

- Designate a representative to work with the appropriate Externship Site coordinator.
- Furnish Externship Site with requested information about the Student's field of study, academic standing, and application materials.
- Monitor the Student's academic progress.
- Inform Externship Site of any change in the Student's status.

THE STUDENT WILL:

- Adhere to the Externship Site's work schedule and its policies and procedures.
- Assume personal and professional responsibilities for actions and activities.
- Maintain academic performance and conduct standards set forth by JMLS and the Externship Site.
- Maintain a log of hours worked and tasks/projects assigned.
- Work effectively with peers and supervisors.
- Notify the Externship Site and JMLS of changes in status.

STUDENT'S WORK SCHEDULE:

- The Student is expected to work a minimum of 150 hours for up to 3 semester credit hours. Or 200 hours for 4 semester credit hours.

TERMINATION:

- Failure to meet the requirements of this program within the specific time frames may result in the termination of this agreement. Only under extenuating circumstances will renegotiation be considered.
- The Student's appointment may be terminated for performance or conduct reasons, or for failure to maintain eligibility in the Student Career Experience Program.

Center Signature

Printed Name: Kathryn J. Kennedy

Date

Student Signature

Printed Name: _____

Date