



PRACTICUM AGREEMENT

This Practicum Agreement (the "Agreement") is entered into as of the last date of execution indicated in the signature section below (the "Effective Date"), by and among
Galion City Health Department (the "Site"),

Southern New Hampshire University (the "University" or "SNHU") and Student (individually a "Party" and collectively the "Parties"). This Agreement is designed to describe the expectations and responsibilities of the Parties regarding the Practicum to be performed at the Site as identified herein by the Student.

Site Requirements

The Site will:

- Review, sign, and agree to the terms of SNHU's Practicum Agreement and Student Experience details in Handshake.
- Have the proper infrastructure to ensure a safe, properly guided learning experience.
- Provide a safe workspace in compliance with all federal, state, and local laws.
- Provide adequate orientation for University Faculty and Students, as necessary, including information about the Field Site's general rules and regulations, minimum safety and security precautions, including fire safety and disaster protocols, hazardous material management and infection control, occupational safety, universal precautions, airborne and protective isolation, patient privacy and security, and how to access the Field Site's policies and procedures.
- Comply with all applicable federal, state, and local laws, rules and regulations.
- For unpaid Practicums, ensure compliance with all legal requirements for exemption under the Fair Labor Standards Act.
- Assign a qualified staff member to supervise the student with specific time allotted for the completion of assigned tasks.
- Supply Student with necessary equipment, supplies, and sufficient workspace to complete assigned tasks.
- Provide the minimum number of hours agreed upon in the Practicum Agreement unless Student is dismissed for gross misconduct that is discussed with the SNHU Internship Administrator prior to student dismissal.
- Maintain confidentiality of student information including Student specific information contained in this Practicum Agreement, email communications between the Site, SNHU, and Student and with other student records shared in the course of this Practicum.
- Not have Student occupy a position that would otherwise be filled by a paid employee.
- Not derive any immediate advantage from the activities Student performs during the Practicum.
- Ensure students participating in Site's Practicum are covered by the Site's general liability insurance in the amounts of \$1 million per occurrence and \$3 million annual aggregate.

The Site Supervisor will:

- Provide Student exposure to the key business practices common to that industry that are tied to learning outcomes for student curricular training.
- Establish a diverse schedule of experiences which are consistent with the Site's mission.

- Provide Student with clear expectations and responsibilities.
- Provide the orientation and training necessary for Student to learn the Site's operations.
- Provide opportunities for Student to communicate and learn from other professionals.
- Facilitate the achievement of the mutually agreed upon Student learning outcomes.
- Be accessible to the student to answer questions and provide guidance/mentorship. SNHU requires regular communication between the course instructor and the Site Supervisor. **Site Supervisors must respond to these outreach efforts within 48 hours, or the student experience may be terminated by SNHU.**
- Evaluate Student's progress and performance in an objective, constructive, and tactful way and share the evaluation with Student.
- Maintain records on Student performance and other administrative matters which will be made available to SNHU upon request
- Immediately notify the course instructor and/or SNHU Internship Administrator should a serious issue arise involving Student.

Student Requirements

As a SNHU Student participating in a SNHU Practicum program I understand and agree:

- The SNHU Code of Conduct, Student Handbook and Practicum policies apply to my behavior during any Practicum assignment.
- I need to be registered for and successfully complete an academic course in addition to my work at the Practicum Site in order to earn academic credit for my Practicum, as applicable.
- I am aware of and responsible for completing at least the minimum number of required hours for the site and working through the agreed upon date of completion.
- I will conform to the professional standards of the Practicum Site and will employ high standards of ethical behavior during the Practicum. If I fail to do so, I may be terminated from the Practicum, which may result in a failing grade and/or loss of tuition for the course, as applicable.
- Any changes in my Practicum status (i.e. layoff, cutback in hours or dismissal) must be reported immediately to my faculty Practicum Instructor and the SNHU Internship Team.
- My Practicum may be contingent on a physical exam, immunization confirmation, drug screening, and/or background investigation depending on the Site requirements. I understand that in some instances if a background check turns up even minor traffic violations, it may prevent me from qualifying for a Practicum.
- I will not change the agreed upon work schedule without obtaining permission from the site supervisor.
- I will not disclose any confidential information about an individual or business obtained through office records as a result of services rendered under this Practicum Agreement.
- I have secured health insurance coverage to meet any and all needs for payment of medical costs while I participate in the Practicum program. I assume all risk and responsibility for my medical or medication needs and the cost thereof.
- If I feel victimized by a work-related incident (i.e. job misrepresentation, unethical activities, sexual harassment, or discrimination.), I will contact the Practicum Instructor as well as the SNHU Internship Team immediately.
- The Practicum Instructor or other representative of SNHU may take actions they consider to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Practicum program, including early termination of the Practicum.
- I may be required by the Site to provide evidence of my ability to work in the U.S. before starting a Practicum.
- My work in this Practicum is part of an educational program, I am not entitled to unemployment, health, or other benefits on the basis of my Practicum, and I am not entitled to employment upon completion of my Practicum.
- For unpaid Practicums I will receive no compensation for my work.

GENERAL RELEASE

I understand and expressly agree that the Site and use of any and all of its facilities shall be undertaken by me at my own sole risk and that SNHU shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or property arising out of or connected with the Practicum and with the use of any and all services, or facilities associated with the Practicum, whether or not sponsored by SNHU. I do hereby release, discharge, and covenant not to sue SNHU, its governing board, employees, or agents as to any and all liability that may arise out of injury or harm to me, death, or property damage, resulting from my participation in this Practicum, excepting only liability due to the negligence or willful misconduct of SNHU.

GENERAL DECLARATIONS OF ALL PARTIES

- It is understood that this student experience is temporary and the Site is under no obligation to continue the experience or make an offer of employment following the agreed upon end date of the experience.
- Should any party wish to terminate the student experience early, the SNHU Internship Administrator must be contacted immediately.
- The Site agrees to abide by the Site Requirements.
- The Student agrees to abide by the Student Requirements.

The undersigned hereby acknowledge they have read, understand and will abide by the terms and conditions of this Internship Agreement and any policies reference herein.

Vonia Thomas

Student Name

3/15/2023

Date

DocuSigned by:

V Thomas

Student Signature

Jason McBride, Health Commissioner

Site Representative Name and Job Title

3/15/2023

Date

DocuSigned by:

Jason McBride

Site Representative Signature

Hanna Royce

SNHU Internship Administrator Name

3/15/2023

Date

DocuSigned by:

Hanna Royce

SNHU Internship Administrator Signature