

MEMORANDUM OF AGREEMENT

Between

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT Human Service Worker Program

and

I. AFFILIATING AGENCIES:

Mendocino-Lake Community College District (hereinafter called the College) and
_____ hereinafter called the Agency).

II. AFFILIATING AGREEMENT:

This is a mutual agreement between the College and the Agency that will accept "Health and Human Service Worker" students for the supervised Health and Human Service Worker Field Instruction and Practicum (HUS 103).

III. THE AFFILIATING AGENCY AGREES TO:

- A. Provide the student exposure to a wide variety of experiences in the delivery services within the scope of an entry-level health and human service workers.
- B. Provide a safe and supportive atmosphere to enable the student to make the transition from the academic to the work environment.
- C. Provide regularly scheduled, ongoing supervision by qualified staff.
- D. Accept qualified students without regard to ethnic group identification, creed or religion, sex, national origin, physical or mental disabilities, marital status or age.
- E. Notify the Field Instruction and Practicum Instructor immediately should problems arise.

IV. THE COLLEGE AGREES TO:

- A. Schedule a weekly class for all Field Instruction and Practicum students to share experiences, resolve problems, and receive didactic instruction.
- B. Allow the agency to interview the prospective student for qualifications and compatibility.
- C. Provide a field experience coordinator/liaison, who will make at least one site visit to the agency.
- D. Provide liability insurance in the amount of one million dollars, and Worker's Compensation Insurance where applicable.
- E. Provide consultation to the Agency.

V. REQUEST FOR WITHDRAWAL

The College may withdraw any student whose progress or adjustment does not justify his/her continuance with the field instruction and practicum. The Agency, in consultation with the College, will have the right to refuse a student who is not participating satisfactorily in the program.

VI. DISCONTINUANCE OF THE AGREEMENT:

If either party to this agreement wishes to withdraw, it is understood that at least two months notice shall be given by either participating party. Students assigned to this Agency, who are performing satisfactorily, shall be given an opportunity to complete at least the semester with this Agency.

Agency Representative _____ **Date:** _____

Signature: _____

Title: _____

Agency Name: _____

Agency Address: _____

Agency Phone Number: _____

Mendocino College: _____ **Date:** _____

Dan Jenkins,
Coordinator – Human Service Programs

Dennis Aseltyne,
Dean of Applied Academics

Date: _____