



FIELDWORK AGENCY AGREEMENT FORM

Student Name _____ **Purpose** _____
Professor Name _____

On this _____ day of _____, 20 _____ **METROPOLITAN COLLEGE OF NEW YORK** (hereinafter referred to as "College") and _____ (hereinafter referred to as "Field Agency") agree to cooperate in providing field instruction internships in human services or business for students enrolled at College.

TERMS and TERMINATION:

This agreement shall commence on _____ and continue through the end of the academic semester. This agreement shall automatically renew from semester to semester unless terminated by either party by written notification at least _____ weeks prior to the beginning of the next academic semester. In the event of termination of this Agreement, interns currently placed with Field Agency will be permitted to complete the internship under the conditions set forth in this Agreement, unless such continuation is not reasonably possible. For the purposes of this agreement the academic semesters begin Spring = Early January, Summer = Late April, or Fall = Early September and ends Spring = Mid April, Summer = Mid August, or Fall = Mid December.

A. METROPOLITAN COLLEGE OF NEW YORK AGREES TO:

1. Assume responsibility for planning, directing and implementing the internship program of the human services/business students, for grading of students, for the collection of tuition fees, and for assignment of credit according to the established policies of the College.
2. Assign a Faculty Member and Coordinator for Experiential Learning to each student who will serve as a liaison between College, Field Agency, Field Supervisor and student and confer a grade in field instruction.
3. Assume responsibility for orienting students to the College's expectations in field instruction settings.
4. Indemnify and hold harmless Field Agency, its officers, directors and employees, of all claims, demands, causes of action and judgment, excluding attorneys' fees and costs, arising out of injuries, including death of persons or property resulting from this agreement from negligent acts or omissions of College employees or agents.

B. FIELD AGENCY AGREES TO:

1. Accept College human services/business students for field instruction experiences in all human services/business settings of the Field Agency by completing and returning an Acceptance Form for each intern accepted. Students will be at the field agency approximately 14 hours per week (or 7 hours per week for American Urban Studies students) for approximately 14 weeks.
2. Supply supervision by a College approved Field Supervisor. (Generally Field Supervisors must have either a Bachelor's Degree and five years experience in the relevant field, or a Masters Degree).
3. Design assignments in cooperation with the School for Human Services/Business in educational planning in order to provide the students with maximum learning opportunities for the development of human services/ business skills and for professional growth.
4. Follow the College calendar as it relates to holidays and vacation periods.
5. Assume responsibility for the continuity of service to all clients assigned to students.
6. Assume responsibility to orientating students to Field Agency policies, procedures and expectations in field instruction.

7. Assume responsibility for expenses, such as transportation, at the same rate and/or the same services received by Field Agency staff related to Field Agency business.
8. Indemnify and hold harmless College, its officers, directors and employees, and students of all claims, demands, causes of action and judgment, excluding attorneys fees and costs, arising out of injuries, including death, of persons or property resulting from this agreement from negligent acts or omission of Field Agency employees or agents.

C. BOTH PARTIES AGREE TO THE FOLLOWING:

1. The parties agree to abide by the College Supervised Fieldwork Policies and Procedures Manual in addition to the obligations set forth above.
2. The parties acknowledge that student educational records are protected by the Family Educational Rights and Privacy Act ("FERPA"), and student permission must be obtained before releasing specific student data to anyone other than the College.
3. The parties agree to comply with all the federal, state, local and institutional laws, ordinances, and rules applicable to College, and specifically not to unlawfully discriminate against any individual on the basis of race, creed, color, sex, religion, age, disability, or national origin.
4. The College and the Field Agency shall be considered independent contractors to one another. This Agreement shall not create a partnership, joint venture, or association between the College, any of its students, and the Field Agency.
5. Neither the College nor the Field Agency shall assume liability to each other, except as stated in this Agreement. By entering into this Agreement, the parties do not waive defense of claims for damage, injuries or death to persons, or damage to property.
6. The parties must approve all modifications, waivers, or alterations to this Agreement in writing.
7. The laws of New York shall govern this Agreement.

APPROVED:

METROPOLITAN COLLEGE OF NEW YORK

Date: _____

By: _____
MCNY Representative – Signature

_____ *Print Name*

Title: _____

AGENCY/SITE NAME

Date: _____

By: _____
Fieldwork Agency Representative – Signature

_____ *Print Name*

Title: _____

Phone No.: _____

Email: _____

Agency Company Stamp or Seal: