

University of California, Irvine
School of SOCIAL ECOLOGY
Field Study Activity Placement Agreement

This Agreement is between the Regents of the University of California on behalf of its Irvine Campus School of SOCIAL ECOLOGY referred to as "SOCIAL ECOLOGY", and _____, referred to as "PLACEMENT SITE."

STATEMENT OF PURPOSE

As an interdisciplinary academic unit, SOCIAL ECOLOGY gives greater attention to the social, political, institutional, and cultural contexts of people-environment relations. Going beyond traditional teaching and research, it links scholarship to community needs and translates research into practical solutions benefiting us all. The objective of the field study program is to provide undergraduate students an opportunity to integrate academic study and field experience, while developing an understanding of organizational goals and objectives.

PLACEMENT SITE has an interest in providing a learning opportunity for undergraduate students where students can develop work-places skills and knowledge and practice research techniques in a field setting. The best placement situation is one where real agency needs and missions can be met at the same time the student is completing his/her academic requirements.

PLACEMENT SITE agrees that whether the field study experience it provides is paid or unpaid, it will provide STUDENTS with an experience that meets the SOCIAL ECOLOGY learning goals described as APPLAUSE in the Community Partner Guide.

GENERAL PROVISIONS

- 1. Instruction.** Instruction and academic work is supervised and provided by SOCIAL ECOLOGY.
- 2. Rules and Regulations.** The STUDENTS shall be held accountable to both PLACEMENT SITE and SOCIAL ECOLOGY to comply with PLACEMENT SITE's rules and regulations and for adherence to other established standards of professional conduct. As trainees at the site, students shall be subject to the rules and regulations of PLACEMENT SITE - PLACEMENT SITE will assume responsibility for informing students of those rules and regulations.
- 3. Compensation.** Neither party to this Agreement shall be obligated to pay any monetary compensation to the other. The parties intend and understand that STUDENTS placed at PLACEMENT SITE are trainees rather than employees and are not entitled to compensation. PLACEMENT SITE has the sole responsibility for compliance with all applicable state and federal laws in this regard.
- 4. Field Work Credit/Hours.** Students enrolled for 4 units of academic credit will spend a minimum of **80 hours** at PLACEMENT SITE **during the PLACEMENT PERIOD**. Students enrolled for 8 units of academic credit are expected to be in the site a minimum of **160 hours during the PLACEMENT PERIOD**. Specific time commitments (days and hours) for practical experience and training shall be mutually agreed upon by the field supervisor and the individual student. Credit for hours is equivalent to 1 unit of credit for 20 hours of field work. Students must be enrolled in the appropriate number of units. Students are responsible for meeting all University and School requirements in order to receive academic credit for their field study work.
- 5. Non-Discrimination** The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy(1), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services(2). The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries regarding the University's student-related nondiscrimination policies may be directed to: Director Office of Equal Opportunity and Diversity 103 Multipurpose Science & Technology Building (MSTB) Irvine, CA 92697-1130 Phone: (949) 824-5594 Email: eod@uci.edu

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6. Sexual Harassment and Sexual Violence: The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy on Sexual Harassment and Sexual Violence. Full policy information and procedures is available at: <http://policy.ucop.edu/doc/4000385>.

PLACEMENT SITE RESPONSIBILITIES

7. Field work training and supervision. PLACEMENT SITE shall assign one of its staff to act as Site Supervisor for students placed for field work. Supervisors shall be afforded sufficient time to meet regularly (typically 1 hour/week) with each student to provide on-going directions or supplementary training, assessment, and feedback related to the student's field activities.

8. Safe and Productive Environment: PLACEMENT SITE will give STUDENT a complete tour of the site and ensure that STUDENT is aware of all emergency procedures and is able to act responsibility in case of an emergency. PLACEMENT SITE will ensure that the student is aware of the unique nature of the population of PLACEMENT SITE and is prepared to work with this population. California law may require PLACEMENT SITE to obtain STUDENT's fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation. It is PLACEMENT SITE's responsibility to 1) determine whether such fingerprinting is required; 2) obtain the STUDENT's fingerprints with the STUDENT's consent; and 3) obtain criminal background clearance from the appropriate agency.

9. Location: PLACEMENT SITE shall not allow STUDENTS to provide services or any other field work in the home or other residence of clients/customers, or any other home or residence, unless a professional staff member of PLACEMENT SITE is physically present and supervising the interaction at all times.

10. Video and/or Audio Communication Tools: PLACEMENT SITE shall clearly outline in writing for STUDENTS their policies and regulations regarding the use of video and/or audio communication tools. Those policies and regulations shall include that STUDENTS may initiate video sessions or audio calls with minors only at the direction of a PLACEMENT SITE supervisor. PLACEMENT SITE shall not allow any unsupervised interaction between STUDENTS and minors, either in-person or remotely through video communication tools such as Zoom or Skype. PLACEMENT SITE shall supervise all communication (in-person, video session or audio call) between STUDENTS and minors by ensuring that at least one PLACEMENT SITE representative is present (for remote communication, PLACEMENT SITE representative may be present physically with either the STUDENT or the minor, or may be present remotely on the session or call). If any Zoombombing or other form of hacking or harassment occurs during a video session or audio call, PLACEMENT SITE representative shall terminate the video session or audio call immediately and report the incident to SOCIAL ECOLOGY's Field Study Director.

11. Social Media Usage: If social media usage by STUDENTS is required as one of their duties at PLACEMENT SITE, PLACEMENT SITE will clearly outline in writing its policies and regulations regarding social media usage by STUDENTS. Additionally, all social media interactions between STUDENTS and minors will be monitored by a PLACEMENT SITE supervisor at all times. STUDENTS will be restricted from communicating with minors through social media outside of the STUDENT'S agreed-upon work hours and outside of the STUDENT'S assigned duties. If minors ask STUDENTS to answer questions for, or otherwise communicate with, minors outside of STUDENTS' agreed-upon work hours, STUDENTS should do so using email only, and should copy a supervisor on all email correspondence.

12. Resources: PLACEMENT SITE shall provide facilities, staff, materials, and other resources necessary to meet PLACEMENT SITE's field work commitments.

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13. Student Selection. PLACEMENT SITE shall screen and place students for field work on a quarterly basis.

14. Student Services. PLACEMENT SITE shall not use students to replace its regular staff and shall not require the students to render services except as services are identified for their learning values as part of an agreed upon educational program. In addition, PLACEMENT SITE is solely responsible for adhering to the standards set forth under state and federal law, including the federal Fair Labor Standards Act (FLSA) and the state Department of Labor Standards Enforcement, for internships. PLACEMENT SITE is responsible for developing an appropriate off-campus or out of the classroom experience-based learning activity, whether the experience is paid or unpaid.

15. Time Logs. Each student is encouraged to maintain a log of his/her hours; **the placement agency also should maintain a formal account of the student's hours.**

16. Evaluation of Field Work. PLACEMENT SITE must complete a written evaluation of STUDENT's work during the final week of the Placement Period in order for STUDENT to receive academic credit. SOCIAL ECOLOGY will send the form on which PLACEMENT SITE must provide the evaluation to PLACEMENT SITE; PLACEMENT SITE should send the completed form to the Director of the Field Study Program

17. Removal of Students. If at any time conflicts arise between the field supervisor and the student that cannot be readily resolved, the Director of the Field Study Program shall be informed immediately. PLACEMENT SITE may request the removal of any student whose performance PLACEMENT SITE deems unfit to meet the demands of its organizational goals or whose conduct otherwise interferes with its staff relationships or primary mission.

18. Insurance. The University does not provide medical, health, or non-travel accident insurance for students working (volunteer or paid) as interns in off-campus experience-based learning activities. PLACEMENT SITE shall provide appropriate liability coverage for injuries or illnesses to the student arising out of the field placement, which may include workers compensation insurance coverage. Students must be notified in advance if they are required to provide proof of personal auto insurance or personal malpractice insurance.

19. Indemnification. PLACEMENT SITE shall defend, indemnify and hold UNIVERSITY, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of PLACEMENT SITE, its officers, agents or employees.

UNIVERSITY shall defend, indemnify and hold PLACEMENT SITE, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of UNIVERSITY, its officers, agents or students.

SOCIAL ECOLOGY RESPONSIBILITIES

20. Field Study Liaison. The Field Study Program Director shall act as liaison between SOCIAL ECOLOGY and PLACEMENT SITE in the development and execution of the Field Study Program.

21. Eligible Placement Sites. The Field Study Program Director maintains a list of eligible field study PLACEMENT SITES.

22. Student Field Work. This Agreement outlines the educational goals, appropriate learning experience and expectations for student performance. When and if necessary, these statements may be re-specified by mutual consent.

23. Placement Verification. SOCIAL ECOLOGY shall send PLACEMENT SITE a list of authorized field study students by the second week of each academic quarter via email to both the PLACEMENT SITE liaison and the

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supervisor listed by STUDENT. The list shall include the names of students placed with the agency and the number of units in which each student is enrolled.

24. Academic Assignments and Grades. The faculty supervisor shall assign all academic requirements. Work that STUDENTS create pursuant to academic requirements is protected by academic freedom and is the property of STUDENT. Academic work shall not be provided to the PLACEMENT SITE unless STUDENT voluntarily provides the work to PLACEMENT SITE. SOCIAL ECOLOGY faculty shall be responsible for the final grading of STUDENTS placed with PLACEMENT SITE.

OTHER MATTERS:

25. Term of Agreement. This Agreement will be effective of the date last written below and continue for a period of 5 years unless terminated by either party after giving the other party 30 days' notice of intent to terminate. If PLACEMENT SITE terminates this Agreement, it will permit all students doing field study to complete their work. At the 5 year termination date, the Agreement can be renewed once it has been reviewed, updated as applicable and executed by the appropriate parties.

26. Alterations. This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations, including, but not limited to laws prohibiting discrimination and harassment.

27. Communication. Correspondence concerning this Agreement and communications between the parties shall be through the following persons:

A. University for:
Program Matters
University of California, Irvine
Field Study Program Director
SOCIAL ECOLOGY Student Services
102 SOCIAL ECOLOGY I
Irvine, CA 92697-7055

B. PLACEMENT SITE
Program Matters

_____ (Contact)
_____ (Mailing Address)
_____ (Mailing Address 2)
_____ (City, State, Zip)

Signatures:

SOCIAL ECOLOGY

(sign)
Print Name: Dmitry Tsukerman, Ph.D.
Title: Director of Career Services and Field Study
Date: _____

PLACEMENT SITE

(sign)
Print Name: _____
Title: _____
Date: _____