



**Pacific University**  
**Public Health Program**  
**PRACTICUM PLACEMENT AGREEMENT**

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**STUDENT:**

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

**AGENCY:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Field Instructor \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

**PUBLIC HEALTH PROGRAM:**

Rose Dahl, Professional Practicum Coordinator

E-mail: rdahl@pacificu.edu

Telephone: 503-352-2012

Upon the acceptance of a practicum student by a partnering agency, the following stipulations are agreed upon by the student, Field Instructor, and Pacific University Public Health Program.

**AGREEMENT TERMS**

Students are required to complete a one semester 100-hour minimum practicum.

**FIELD INSTRUCTOR RESPONSIBILITIES**

We ask all Field Instructors to:

1. Participate in the training session coordinated by the Pacific University public health program.
2. Orient the student to the agency and relevant procedures.
3. Develop the learning contract in conjunction with the student at the beginning of the semester placement.
4. Provide a variety of quality learning opportunities that are consistent with the student's learning contract.
5. Complete student evaluations that are provided by the Pacific University public health program in a timely manner.
6. Attend regular student supervisory meetings (suggested frequency: one half hour duration once every 20 contact hours).
7. Maintain open communication with the student and the Pacific University public health program Practicum Coordinator, bringing any concerns to the attention of both the student and the program contact as soon as possible so they can be addressed in a timely manner.
8. Be responsive to student questions relevant to their practicum placement projects and to development of their senior year capstone project during the practicum placement and throughout the student's senior year.

**PUBLIC HEALTH PROGRAM RESPONSIBILITIES**

The public health program commits to:

1. Administer the agency-student match, student placement, and practicum process.
2. Provide training for practicum Field Instructors.

3. Provide ongoing support of students and facilitate student learning during the practicum process through the practicum seminar.
4. Meet with each practicum student and supervisor in person or virtually at least once during each practicum placement, with additional site visits available as needed. Telephone contact or communication via email with Field Instructors may also be utilized, in addition to or in lieu of site visits, as appropriate.
5. Be available to students and Field Instructors to address any problems that arise during the practicum experience.

**STUDENT RESPONSIBILITIES**

Students are expected to:

1. Demonstrate readiness for the senior field practicum by satisfying all prerequisites.
2. Comply with the policies and practices of the agency, including completing criminal background checks and updating immunizations if requested. Any personal information regarding agency clients or members of the public are to be treated with strict confidentiality.
3. Interact in a professional manner with the Field Instructor, agency staff, community/organizational partners, and clients.
4. Complete all assigned tasks for both the agency and the practicum seminar in accordance with agreed upon dates.
5. Monitor ongoing achievement of learning objectives outlined in the learning contract and revise as necessary.
6. Arrange and prepare for scheduled supervision meetings with agency Field Instructor.
7. Maintain regular attendance in accordance with the agreed upon schedule at the practicum site, and notify the practicum site immediately of any necessary changes to the scheduled hours and dates of attendance. Students must contact their Field Instructor in advance if they cannot be at the agency on an assigned field day.
8. Utilize Pacific University public health program Practicum Coordinator as soon as possible if any difficulties arise that cannot be resolved directly with the Field Instructor, so that the problem can be resolved in a timely manner.

**The public health program may terminate practicum placements if the student or host organization does not fulfill responsibilities outlined above or the activities outlined in the Learning Contract.** In the event this occurs due to factors beyond the student’s control, alternate arrangements will be made to meet academic obligations.

The undersigned parties hereby agree to all stipulations of the Placement Agreement/Contract:

Student \_\_\_\_\_ Date \_\_\_\_\_

Agency Field  
Instructor \_\_\_\_\_ Date \_\_\_\_\_

Public Health Program  
Representative \_\_\_\_\_ Date \_\_\_\_\_