

Practicum Memorandum of Agreement

Department of History

Colorado State University

Instructions

The following MOA template can be used for graduate practica and has been created for your convenience to comply with the “Standards and Guidelines for Graduate Standards for Practica.” Please refer to these standards for information on credit hours and hours worked, daily log of activities, end-of-practicum deliverables, faculty supervisor evaluation report, and other information.

Items highlighted in yellow are to be completed by the student and/or faculty advisor and will be different for each practica. Additional sections should be added when necessary.

For graduate practica (HIST 586), the Special Studies form must be completed and submitted to the department chair with the completed MOA. Both forms should be signed by the faculty supervisor and the student before being submitted to the department chair.

Memorandum of Agreement

Among:

NAME (practicum student)

NAME, and Title (faculty supervisor)

During **Semester YEAR**, Colorado State University (CSU) history undergraduate student **NAME** will conduct a practicum with **PROJECT OR UNIT** under the supervision of **NAME, TILE.**

I. Purpose of the Agreement

The purpose of this MOA is to:

1. Comply with the History Department's "Standards and Guidelines for Graduate Practica."
2. Clearly outline the roles and responsibilities of each party: practicum student and faculty supervisor.
3. ***Add additional items here as necessary**

II. Roles and Responsibilities

Student Name (hereafter referred to as practicum student):

1. The practicum student will register for **# credit hours of HIST 586** (keeping in mind that each graduate credit hour requires a minimum of 60 hours practicum work).
2. The practicum student will spend approximately **#** hours per week between the dates of **MONTH, DAY, YEAR, and MONTH, DAY, YEAR**, completing the following work for **PROJECT OR UNIT**:
 - a. **Provide here a detailed list of tasks the practicum student will complete based on conversation with the faculty supervisor.**
 - b. **Attach the Special Studies form outlining practicum work**
3. The practicum student will keep a log of her/his weekly activities and submit this log to the faculty advisor **weekly/monthly** and upon completion of the practicum.
4. The practicum student will meet **weekly/monthly** with the faculty supervisor to discuss the practicum work.
5. The practicum student will submit to the faculty supervisor a portfolio of completed work. Faculty supervisors must approve portfolios.
6. **Final paper, presentation, or other work: For example, the practicum student might write a 10-page analytical paper discussing the work completed during**

the practicum, focusing on major challenges, and skills acquired; agree to give a presentation in an appropriate class; or complete the following work for the History Department website:

a. Write a 250-400 word account of your practicum for the History Department website. Include 3-5 high resolution photos with detailed captions. The photos do not have to include the practicum student, but at least one photo of the practicum student is preferred. (Some worksites require permission for photos, the practicum student must acquire permission to use photos of the workplace). The written account must include:

- i. Your name
- ii. The year the practicum occurred
- iii. What the practicum covered
- iv. Your faculty supervisor

The account and photos can address the following topics:

- i. How the practicum affects your view of history
- ii. How the practicum affects your career options
- iii. Finding or developing the practicum
- iv. Specific experiences during the practicum
- v. Faculty or students who helped you with the practicum
- vi. How the practicum affects your view of classes or experiences at CSU

B. **Supervisor Name, Title** (hereafter referred to as Faculty Supervisor)

1. The faculty supervisor will assign and oversee work conducted by the practicum student as described above in item II.A.2.
2. The faculty supervisor will provide short midterm and final evaluative reports of the practicum student's work. Supervisors can use the Evaluation Form provided by the History Department or write their own brief summary and evaluation of the work conducted by the practicum student.

III. Grade Determination

A. A. A total of 100 points for this practicum are possible. Grade of A = 90-100, B = 80- 89, C=70-79, D=60-69 points. The percentage of the total grade and points possible for each of the practicum student's responsibilities as outlined in item II.A is produced below: (**alter point distribution as desired**)

1. The practicum student completes the required number of practicum hours, as specified above
 - a. Worth 20 % of grade (20 points). Practicum student must complete at least **#** hours to receive credit for this portion of the grade. If less than **#** hours are

completed, the practicum student will receive 0 points.

2. **Weekly/monthly** meetings between faculty supervisor and practicum student.
 - a. Worth 10 % of grade (10 points).
3. Complete activity log submitted **weekly/monthly** and at the completion of the practicum.
 - a. Worth 10 % of grade (10 points).
4. Portfolio of completed work.
 - a. Worth 30 % of grade (30 points).
5. **Final paper, presentation, or other project as specified in item II.A.6**
 - a. Worth 20% of grade (20 points).
6. Faculty supervisor's evaluative report.
 - a. Worth 10% of grade (10 points). Based on the evaluation of work provided by the faculty supervisor will assign points as follows:
 - i. 9-10 points – exceeded expectations
 - ii. 7-8 points – met expectations
 - iii. 5-6 points – below expectations
 - iv. less than 5 points – failed to meet expectations

IV. Ethics and Professionalism

- A. By signing this MOA, the practicum student agrees he/she has read and understands the guidelines for ethics and professionalism as outlined in “Standards and Guidelines for Graduate Student Practica” in the Department of History, Colorado State University.
- B. Additional Codes of Ethics appropriate to the specific work to be done by the practicum student can be required by the faculty supervisor.

V. Information Regarding Liability Protection and Workers' Compensation Insurance for Interns and Practicum Students

- A. By signing this MOA, all parties agree to carefully read and sign the College of Liberal Arts Liability and Workers' Compensation form attached to this MOA as Appendix A

VI. Information on Disabilities and the Office of Equal Opportunity

- A. It is the policy of Colorado State University to provide reasonable accommodations for employees and applicants with disabilities. If you need

accommodations in a paid internship or practicum, please contact the Office of Equal Opportunity. If you need accommodations in an unpaid internship or practicum, please contact Resources for Disabled Students.

VII. Duration of the Agreement

This MOA is effective for the **Season, Year semester**. The MOA expires on **Month, Day, Year**.

VIII. Signature of Parties

_____	_____
NAME , Practicum Student	Date
_____	_____
NAME , Faculty Supervisor	Date

Appendix A

INFORMATION REGARDING LIABILITY PROTECTION AND WORKERS' COMPENSATION INSURANCE FOR INTERNS AND PRACTICUM STUDENTS

To the Intern or Practicum Student and Supervisors:

It is imperative that you read and understand the following information regarding internships and practica, both remunerated and non-remunerated, required and optional. Then sign the statement acknowledging that you have done so.

Most of the following information is taken from

<http://www.ehs.colostate.edu/Winsurance/home.aspx> and all has been approved by an Office of Risk Management representative. If you have any questions, please call Risk Management front desk at 491-6745. The Office of Risk Management is housed with EHS in the General Services building, west of the CSU athletic track.

Introduction

The protections provided against liability and the coverages for workers' compensation are both statutory under Colorado law. However, they are different laws, and there may be cases where an intern or practicum student will have one but not the other. The following applies for students registered for internship or practicum courses at Colorado State University. Regardless, protections and/or coverages provided apply only while the student is engaged in the scope of assigned duties.

Liability Protection and Insurance

Students serving in internships or practica have some insurance protections and insurance provided by the university.

Liability protection is provided through immunity under the Governmental Immunity Act. **These protections are only provided for required internships and practica at CSU and are never provided for optional internships or practica.** Student interns and practicum students are protected by the University's liability while under the direct supervision and control of the university. No protection is provided if acts are willful, wanton, intentional or criminal.

Please Note: If an intern or practicum student is using a personal vehicle to perform internship or practicum duties, he/she is responsible for insurance coverage and damages. Interns and practicum students should check with their insurance companies to be sure their automobile insurance (and, in the case of bicycles, their personal property insurance) is up to date.

Workers' Compensation Insurance

- Benefits due an injured employee are mandated by Colorado Statute (8-40-101 CRS et seq). Workers' Compensation insurance covers all University paid employees, including students paid by CSU. This includes interns, practicum students, and graduate assistants performing work for which they are paid through the payroll. **Students serving in**

unremunerated internships and practica at/with Colorado State University are not covered by Workers' Compensation.

- Workers' Compensation insurance is provided to student interns and practicum students serving in internships or practica at/with a cooperating agency either by the cooperating agency if the student is remunerated in any way (including salary, or stipend, or room and/or board), or by the workers' compensation insurance of the University **if the student is not remunerated by the cooperating agency.**
- In the Case of Injury or Illness within the Scope of Assigned Duties
- All claims for Workers' Compensation must be filed with CSU's Office of Risk Management within 5 calendar days of the occurrence of the injury or illness. Thus, it is essential that, in the case of work-related injury or illness, interns and practicum students immediately inform the History office staff and/or the Department chair at 970-491-6334 or 970-491-6335 or via email (cla_historygradstudies@colostate.edu).
- Case handling for individual claims is the responsibility of the Office of Risk Management.
- All employees in the Fort Collins area injured while performing University work responsibilities must be treated medically by one of the University's Designated Medical Providers, including (among others) Occupational Health Services (OHS) at Poudre Valley Hospital and Concentra Medical Center, in order to receive full Workers' Compensation insurance for payment of medical treatment. See the EHS Web site for a complete list of Designated Medical Providers.
- Please Note:
- In all cases, if any coverage is provided by the placement business or agency, the student's internship or practicum supervisor (from the agency) must provide the necessary paperwork informing the intern or practicum student of the specifics of this coverage.
- If a cooperating agency requests certification of protections and insurance provided to the student intern or practicum student by the University, this must be requested from EHS by furnishing the required information on department letterhead (see EHS Web site for required information).
- **In all cases, it is prudent for the student to have his/her own insurance** and to contact his/her insurance agent regarding the specific types of coverage (including Professional Liability). Those individuals not covered for workers' compensation are encouraged to provide personal medical insurance coverage for injuries.

Checklist for Liability Protection and Workers' Compensation

Personal Health Coverage/Insurance

_____ Student serving internship or practica has own insurance coverage (see above)

Liability Protection

_____ Only required internships and practica at CSU, directly supervised and under the direct control of a CSU employee, are provided with Liability Protection (see website).

Workers' Compensation

_____ Student serving internship or practica at/with CSU, Unremunerated—Is not covered by CSU's Workers' Compensation Insurance

_____ Student serving internship or practica at/with CSU, Remunerated—Is covered by CSU's Workers' Compensation Insurance

_____ Student serving internship or practica with cooperative (non-CSU) agency, Unremunerated—Is covered by CSU Workers' Compensation Insurance

_____ Student serving internship or practica with cooperative (non-CSU) agency, Remunerated—Is not covered by CSU; is covered by cooperative agency

I hereby acknowledge having read and understood the above information/warning.

Student Intern or Practicum Student: _____ Date: _____

Faculty Supervisor: _____ Date: _____