UNIVERSITY OF WISCONSIN-LA CROSSE COLLEGE OF XYZ ABC PROGRAM

PROGRAM MEMORANDUM

The following constitutes details of the Program content and commitments between (_______), (thereafter Facility) and the <u>College of XYZ, ABC Program</u> (hereafter Program) at the University of Wisconsin-La Crosse under the Affiliation Agreement with the Board of Regents of the University of Wisconsin System currently in effect.

- 1) The Program will provide access to written guidelines for fieldwork education expectations to both the Facility and all participating students.
- The Program will provide written materials and guidelines for evaluations of all students.
- At least one semester prior to the fieldwork assignment, the determination of the number of students shall be a joint decision between the Facility and the Program based on staff and space available in the Facility and eligible students enrolled in the Program.
- 4) The Program will communicate any special requirements of the Facility (for immunizations, medical tests, etc.) to the student. It is then the student's responsibility to comply and provide appropriate documentation.
- 5) The Facility will provide supervision in accordance with the guidelines established for the fieldwork program and in compliance with appropriate accrediting organization standards.
- 6) The Facility will advise the (Academic Department Name) of the progress of each student.
- 7) There will be contact between the Facility and Program representatives for coordination and improvement of the fieldwork education. This contact will take place on an as-needed basis and may be in the form of written materials, telephone conversations, or formal meetings.
- 8) Neither the Program nor the Facility will drop a student enrolled in the fieldwork program unless:
 - in the opinion of either party, the student is not making satisfactory progress in the fieldwork program;
 - (2) there is prior consultation between the Facility and the Program on the procedure to be followed;

and,

(3) applicable University of Wisconsin-La Crosse academic sanction procedures are followed.

This Program Memorandum remains in effect until terminated by either the Facility or the Program named herein.

Documentation must be provided that both parties review each memorandum of understanding between institutions and fieldwork sites at least annually.

The following signatures only signify approval of the content of this Program Memorandum:

FOR THE PROGRAM:		FOR THE FACILITY:	
Director ABC Program	Date	Authorized Official Signature	Date
FOR THE BOARD OF REG UNIVERSITY OF WISCONS			
Robert J. Hetzel Vice Chancellor for Administrat	ion and Finance		
Date			
AND/OR			
Sharon K. Radtke Assistant Vice Chancellor for B	udget and Finance		
Date			