

UNIVERSITY OF WISCONSIN-LA CROSSE  
COLLEGE OF XYZ  
ABC PROGRAM

**PROGRAM MEMORANDUM**

The following constitutes details of the Program content and commitments between (\_\_\_\_\_), (hereafter Facility) and the College of XYZ, ABC Program (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.
- 2) The Program will provide written materials and guidelines for evaluations of all students.
- 3) 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:
  - (1) 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;

