

UNA Experiential Learning Agreement

Organization/Employer (please print)	UNA Student (please print)
Organization/Employer Liaison (please print)	Student's Major (please print)

The Organization/Employer Agrees to:

- Comply with all applicable federal, state, and local laws related to the experiential learning placement
- Designate a staff member as an Experiential Education liaison and/or supervisor
- Be responsible for the supervision, direction, and control of the student while participating in activities at the Organization/Employer's facilities or under its supervision
- Provide learning experiences and assignments that are related to the student's academic program and learning objectives
- Establish work schedules consistent with the student's academic commitments and allow for class attendance, where applicable
- Provide the student with an orientation regarding applicable policies, procedures, workplace expectations, safety requirements, and other information necessary for successful participation in the experiential learning placement
- Evaluate the student's performance, provide feedback as appropriate, and complete any required mid-term or end-of-term evaluations
- Promptly notify the University of any workplace injury, safety incident, allegation of misconduct, or other significant concern involving the student

The Student Agrees to:

- Adhere to the employer's work schedule, and all other policies and procedures
- Assume personal and professional responsibility for their actions, conduct, and performance during the experiential learning placement
- Meet academic requirements established by the University and the performance expectations established by the Organization/Employer
- Comply with the Code of Student Conduct and University policies
- Complete all academic requirements associated with the experiential learning placement, including any required reports, assignments, reflections, or evaluations
- Maintain the confidentiality of information obtained through the experiential learning placement, as required by law or required by the Organization/Employer
- Promptly notify the University and the Organization/Employer of any circumstance that may affect the student's ability to participate in or complete the experiential learning placement
- Conduct oneself in a professional manner and comply with the policies, procedures, and expectations of the Organization/Employer while participating in the experiential learning placement

The University Agrees to:

- Designate a representative to work with the Organization/Employer liaison and to serve as the primary contact regarding the student's academic requirement and experiential learning placement
- Furnish information regarding the student's academic program
- Monitor the student's academic progress and evaluate the educational value of the placement
- Award academic credit, where applicable, in accordance with University requirements
- Notify the Organization/Employer if there is a change in the student's status

Relationship of the Parties

The experiential learning placement is intended to provide educational experiences related to the student's academic program. Nothing in this Agreement shall be construed to create an employment relationship between the student and the University. Any employment relationship that may exist shall be solely between the student and the Organization/Employer. Participation in the experiential learning placement does not guarantee future employment with the Organization/Employer.

Each party shall be responsible for its own acts and omissions and those of its employees, officers, agents, and representatives. Nothing contained in this Agreement shall be construed as a waiver of any immunity, defense, or limitation of liability available to

the University of North Alabama, the Board of Trustees of the University of North Alabama, or their officers, employees, and agents under Alabama law.

This Agreement and all claims arising out of or relating to this Agreement shall be governed exclusively by the laws of Alabama.

Whereas the Organization/Employer and the University of North Alabama have agreed to cooperate in providing an experiential learning opportunity for the student, this Agreement sets forth the parties' understanding regarding their respective responsibilities. As indicated by the signatures below, the parties acknowledge and agree:

- The experiential learning placement is educational in nature and intended to supplement the student's academic program
- The placement may be modified by mutual agreement of the parties
- The University, Organization/Employer, or student may terminate the experiential learning placement at any time upon notice to the other parties
- The University reserves the right to remove a student from the placement when deemed necessary by the University.

UNA Student _____

Date _____

Organization/Employer Liaison _____

Date _____

University Liaison _____

Date _____