This Practicum Memorandum of Agreement (“Agreement”) made on this _______ day of ________, 20__, by and between the Masters in Public Health Program, College of Graduate Health Studies, A.T. Still University (“ATSU”) and ___________________________________________________________ (“Agency”); ATSU and Agency are sometimes referred to herein individually as “Party” or collectively as “Parties.”

1. **Purpose of Agreement.** The purpose of this Agreement is to establish a practice placement site at Agency in order to offer Master of Public Health (MPH) students at ATSU the opportunity to engage in service-learning experiences. These practice experiences are meant to facilitate the application of the MPH students’ knowledge, attitudes, perceptions, skills, and academic learning. In return, Agency may utilize the services of students to assist the Agency with projects and tasks that require workforce assistance.

2. **ATSU Responsibilities.** ATSU shall have the following responsibilities:

   a. The ATSU College of Graduate Health Studies will provide the faculty member who serves as the MPH student’s Practicum Faculty Advisor. The student’s Faculty Practicum Advisor will be responsible for monitoring the student’s academic progress and maintaining the liaison between the College of Graduate Health Studies and Agency.

   b. The Faculty Practicum Advisor of the practicum student is responsible for assigning the final grade for the student enrolled in the Public Health Practicum course, once the practicum is completed based on the evaluation input from the practicum preceptor and the student.

   c. The student’s MPH Program Chair (and/or the Faculty Practicum Advisor) will be available for communication in order to monitor and receive updates on the practicum student’s progress.

   d. It is the responsibility of the student’s Program Chair to resolve any problems or answer any questions that arise between ATSU and Agency.

3. **Responsibilities of Agency.** Agency shall have the following responsibilities:

   a. The Agency will provide a Preceptor who will assist in establishing the learning objectives of the student and ensure that in-the-field training is given to the practicum student.
b. The Preceptor at Agency will provide orientation for the practicum student about the Agency, its employees, how the Agency operates, and its relationships in the community.

c. The Agency will provide ample learning opportunities for the practicum student especially those occasions that help the student meet the learning objectives that are contained in the Practicum course syllabus.

d. The Preceptor will be available to meet regularly (weekly and/or every other week) with the practicum student throughout the 240 hours of practicum experience and will take time to observe the student’s work and progress. The Preceptor will complete a “Practicum Preceptor Evaluation Form” and review the evaluation results with the student before returning the form.

e. The Preceptor will sign the Practicum Approval Form I. Proposal Approval to initially approve the student project and sign II. Final Approval of Written Report upon satisfactory completion of the project.

4. Joint Responsibilities of the Parties. The following responsibilities shall be shared by both Parties:

   a. While this Agreement primarily concerns the practicum logistics, the Parties agree that MPH students at ATSU and the Agency will work and collaborate together as partners in advancing public health practice, education, research, and service through means such as service learning with trainings, presentations, research collaborations, and the sharing of knowledge, skills and technical assistance.

5. Term. The initial term of this Agreement shall be for one year commencing on the effective date of this Agreement and shall thereafter be automatically renewed for successive one-year terms unless either Party provides the other Party with written notice of termination at least thirty days (30) in advance.

6. Non-Discrimination. Neither party shall in connection with any aspect of this Agreement, discriminate against any person by reason of race, color, gender, religion, sexual preference/orientation, disability, national, and/or ethnic origin.

7. Amendments. This Agreement may not be altered, amended or modified except by a written document executed by both Parties.
8. **Notices.** All notices given pursuant to this Agreement shall be in writing and personally delivered or sent by certified mail, postage fully paid, to:

**ATSU**
210A S. Osteopathy
Kirkville, MO 63501
Attn: Dr. Norman Gevitz

**Agency**

Attn: _______________________________

9. **Severability.** Should any clause or provision of this Agreement be held or ruled unenforceable or ineffective by a court of law, such a ruling will in no way affect the validity or the enforceability of any other clause or provision contained herein.

10. **No Waiver.** No waiver by ATSU or Agency of any breach of any term, provision or condition contained in this Agreement, or the failure to insist upon strict performance thereof shall be deemed to be a waiver of such term, provision or condition as to any subsequent breach thereof or a waiver of any other term, provision or condition contained in this Agreement. The exercise of any right or remedy hereunder shall not be deemed to preclude or affect the exercise of any other right or remedy provided herein.

11. **Governing Law and Venue.** This Agreement shall be governed by, construed and enforced in accordance with the substantive laws of the State of Missouri (but not including its conflict of laws rules if and to the extent such rules would apply the substantive laws of another jurisdiction). Venue for litigation of any dispute arising under this Agreement or any lawsuit to enforce or interpret this Agreement shall be in an appropriate court in Adair County, Missouri.

12. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior and contemporaneous oral or written understandings.

EFFECTIVE the date set forth above. Executed as of the dates below, by and between ATSU and Agency through their duly authorized officers, thereby binding themselves, their successors and assigns and representatives for the faithful and full performance of the terms and provisions of this Agreement.

APPROVED BY FOLLOWING SIGNATURES:

________________________________________
Dr. Norman Gevitz
Senior Vice President, A.T. Still University
Date

________________________________________
Preceptor and/or Administrator of Practicum Site Agency
Date

(A copy of this signed document must be on file with ATSU-CGHS. Please email to Greg Loeben at gloeben@atsu.edu or send to Lee Bonnel by e-mail to lbonnel@atsu.edu, fax at 660.626.2826, or mail to ATSU-CGHS, 210A S. Osteopathy St., Kirkville, MO 63501.)