

Procurement and Contract Services

Process to Request a Student Placement Agreement

The following process applies to all Clinical/Allied Health Placement, Field Work, and Student Teacher/Placement Agreements. This process does not cover Academic Internship and Service-Learning Site Agreements

All University students being placed at an off-campus Facility/Host as part of their coursework must be covered under a Student Placement Agreement. The Student Placement Agreement must be signed by both the University and the Facility/Host. The Contract Services Section of the Procurement and Contract Services Office has been delegated the authority to enter into such agreements on behalf of the University.

Once a need to place a student with a Facility/Host for placement (which the University does not already have a current fully executed agreement in place) has been identified the following process shall be followed:

The requesting campus department program coordinator shall send an email to contractservices@csus.edu when they need an agreement developed. The program coordinator shall indicate if the request is a renewal or an existing agreement which is about to expire, a new agreement or an amendment to a current agreement.

The email request must include the following:

Subject line: Request for Student Placement Agreement (followed by the name of the Facility/Host)

- Full legal name of the Facility/Host as provided by the Facility/Host.
- Legal mailing address of the Facility/Host for Notices (indicate if placement will be occurring at a different address)
- Name, email address, and phone number for the contact person at the Facility/Host (this is the person who needs to receive the agreement via email from Contract Services and can coordinate signatures if they are not the authorized signatory.)
- Name, title, and email address of legal signatory if available (preferred, but not required)

The Contract Specialist will review the request and then begin the process of developing the agreement using the University approved template.

If a Facility/Host has provided their own agreement template, it must be forwarded to the Contract Specialist with the email request as stated above. The requesting department must indicate they have reviewed the other party's agreement and agrees to the portion relating to their program. The requesting department does not have to worry about reviewing terms, conditions or general provisions, but can highlight any areas of concern/do not agree with for the Contract Specialist to review and negotiate.

Upon return of the signed Student Placement Agreement from the Facility/Host, the Contract Specialist will either sign or negotiate terms as needed. Once the agreement has been signed by all parties a copy of the fully executed Student Placement Agreement will be emailed to the requesting department program coordinator for their files.

Requesting department should allow at least 90 days for processing of the request when possible.