



## **MA in Higher Education Fieldwork Practicum Agreement Form**

Please complete with student as you arrange placement details and send to [oss@redlands.edu](mailto:oss@redlands.edu)

1. Student name:
2. Name of institution/fieldwork site:
3. Is the student employed at this institution?  <div style="margin-left: 40px;"><input type="checkbox"/> Yes</div> <div style="margin-left: 40px;"><input type="checkbox"/> No</div>
4. If you answered yes to question #3, has approval been obtained from a direct-supervisor approval to do practicum hours:  <div style="margin-left: 40px;"><input type="checkbox"/> Yes</div> <div style="margin-left: 40px;"><input type="checkbox"/> No</div>
5. Name of site-mentor:
6. Job title of site-mentor:
7. Site-mentor contact:
8. Please indicate that both student and site-mentor have read the fieldwork guidelines:  <div style="margin-left: 40px;"><input type="checkbox"/> Yes</div> <div style="margin-left: 40px;"><input type="checkbox"/> No</div>
9. How many hours will the student be working with you?
10. Anticipated start date:
11. Anticipated end date:
Student signature:
Site-mentor signature: