

MEMORANDUM OF AGREEMENT
BETWEEN
TOOELE APPLIED TECHNOLOGY COLLEGE



Revised 2-23-2010

MEMORANDUM OF AGREEMENT BETWEEN TOOELE APPLIED TECHNOLOGY COLLEGE AND

I. COOPERATING AGENCIES:

****, hereinafter called the COOPERATING AGENCY, and TOOELE APPLIED TECHNOLOGY COLLEGE, hereinafter called the COLLEGE.

II. AGREEMENT:

This is a mutual agreement between the administration of the COOPERATING AGENCY and the administration of the COLLEGE that the COOPERATING AGENCY will accept **** students for practical experience. This AGREEMENT is subject to annual review by the administration of the COOPERATING AGENCY at a time near and prior to the beginning of the academic year.

III. THE COOPERATING AGENCY AGREES TO:

- A. Provide experience in the following service:
 - 1. ****
 - 2. ****
- B. Admit all students without regard to race, sex, religion, age, national origin or disability
- C. Consult with instructors prior to having *high school students* undertake clinical tasks, to assure that the students have parental authorization and that there are no student or parent reservations about performing specific tasks.
- D. Permit all students assigned to the COOPERATING AGENCY to receive practical experience without discrimination as to customers or the use of personnel facilities. This will be worked out cooperatively with the service personnel.
- E. Ensure that facility personnel understand the function of the Medical Assistant/Medical Office Administration student.
- F. Afford learning opportunities, as appropriate, for the student's level of function.
- F. Have approved "Worker's Compensation First Report of Injury or Illness" forms available (form 122) and complete the form and give it to the student of the College within 24 hours of a student accident/injury.

IV. THE COLLEGE AGREES TO:

- G. Provide the theory, clinical instruction and evaluation for the student.
- H. Submit the necessary assignments, schedules, numbers of students and other information needed by the COOPERATING AGENCY.
- I. Work cooperatively with the COOPERATING AGENCY in the use of facilities.
- J. Inform students that they are subject to general rules.

K. Provide feedback evaluation periodically, as deemed appropriate, to the **COOPERATING AGENCY** staff that is directly involved in working with the students.

L. Maintain liability insurance provided by Utah Risk Management on each student.

V. REQUEST FOR WITHDRAWAL:

The **COOPERATING AGENCY** may request that the **COLLEGE** withdraw any student whose work and conduct may have a detrimental effect on its customers and personnel; and/or reserve the right not to accept any student who has previously been discharged by said **COOPERATING AGENCY** for reasons which would make acceptance inexpedient. The **COLLEGE** may request the withdrawal of any student whose progress, achievement, or adjustment does not justify continuance with the **COLLEGE**.

VI. TERMINATION OF AGREEMENT:

This **AGREEMENT** can be terminated by either the **COLLEGE** or the **COOPERATING AGENCY** with a minimum of four months prior notice. It is understood that, in the event that the **AGREEMENT** is terminated under these circumstances, students enrolled in an externship shall be given an opportunity to complete the full externship in which they originally enrolled.

DATED this _____ day of _____, 20xxx

This **AGREEMENT** shall be effective as of the date written above when executed by all parties.

SIGNATURES:

****, **Representative Name & Title**

**** **Cooperating Agency Name**

Ellen Lange-Christenson, Vice President of Student Services and Instruction
Tooele Applied Technology College

****, **Instructor**

Tooele Applied Technology College