School of Nursing – BSN Completion Program
Letter of Agreement for BSN Service Learning Experience

This Agreement is entered into for the Walden University, LLC, hereinafter referred to as the “UNIVERSITY” and ____________________________, hereinafter referred to as the “FIELD SITE.”

This Agreement is entered into this ____ day of _____, ___ and shall continue for a period of one year (the “Initial Term”). Upon expiration of the Initial Term of this Agreement, this Agreement and the Term shall automatically renew for successive one (1) year periods (each a “Renewal Term”). Either party may terminate this Agreement for any reason or no reason, upon thirty (30) calendar days’ prior written notice to the other party. In the event of termination of this Agreement before any participating Student(s) has completed the current term, such Student(s) shall be permitted to complete the current term subject to the applicable terms of the Agreement, which shall survive until the date of such completion, provided that the FIELD SITE may dismiss any Student as indicated below.

The purpose of this Agreement is to guide and direct a working relationship between the UNIVERSITY and the FIELD SITE in providing a service learning experience in accordance with Walden University’s Bachelor of Science in Nursing for UNIVERSITY’s students (“Students”).

ACTIVITIES AND SERVICES

The UNIVERSITY requests qualified mentors to provide activities and services for Students, to act as “site supervisors” for service learning experiences. The service learning experience shall be more specifically detailed in the attached Approval Form.

ROLES AND RESPONSIBILITIES

FIELD SITE personnel shall be responsible for the following:

1. Assigning an appropriately qualified site supervisor.
2. Signing off on a Practice Experience Verification form to record Student collaboration with nursing and other leaders at the FIELD SITE.
3. Conferring with the UNIVERSITY BSN Program Director as needed throughout the Student’s service learning experience and communicating any concerns regarding the Student to the UNIVERSITY.
4. Requesting that all required documentation be provided to FIELD SITE, including criminal background checks, drug testing clearances, immunization reports or other health information from candidate, if applicable.
5. If required by FIELD SITE, Providing all Students an orientation of FIELD SITE policies.
6. Dismissing any Student whose health, conduct, or performance is deemed a detriment to the health, safety or well-being of the Student or others at the FIELD SITE, after consultation with the BSN Program Director or designated University Representative. The FIELD SITE has the final responsibility and authority to dismiss a Student from the FIELD SITE.

UNIVERSITY personnel shall be responsible for the following:

1. Providing oversight and direction to the service learning experience.
2. Confirming Student placement(s) with the FIELD SITE prior to placement.
3. Orienting FIELD SITE personnel and Student(s) to expectations and responsibilities.
4. Provide the FIELD SITE with information regarding the particular requirements relating to the service learning experience including required hours and supervision requirements, if necessary.
5. Inform Student(s) that the UNIVERSITY or FIELD SITE shall have the right to dismiss at any time any Student whose health condition, conduct or performance is a detriment to the Student’s ability to
successfully complete the service learning experience at the FIELD SITE or jeopardizes the health, safety or well-being of any individuals, clients or employees of the FIELD SITE. The FIELD SITE supervisor shall promptly notify the BSN Program Director of any problem or difficulty arising with a Student and a discussion shall be held either by telephone or in person to determine the appropriate course of action. The FIELD SITE will, however, have final responsibility and authority to dismiss any Student from the FIELD SITE.

**MUTUAL AGREEMENT**

The following is understood and agreed:

1. The terms of this Agreement shall be in force until either party terminates this Agreement upon thirty (30) days’ prior written notice to the other.
2. This Agreement may be modified by mutual consent, provided any and all modifications will be in writing and signed by an official of the UNIVERSITY and of the FIELD SITE.
3. The parties shall maintain liability insurance with limits sufficient to cover the activities contemplated by this Agreement.
4. The parties agree to indemnify and hold harmless the other from all loss or liability resulting from the negligent acts or omissions of the indemnifying party and/or its employees or agents arising out of the performance or the terms and conditions of this Agreement.
5. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the parties acknowledge and agree that the FIELD SITE has a legitimate educational interest in the educational records of the Student participating in the service learning experience and to the extent that access to Student’s records are required by the FIELD SITE in order to carry out the service learning experience.
6. The parties agree that the Student(s) will have equal access to their respective programs and facilities without regard for gender identity, race, color, sex, age, religion or creed, marital status, disability, national or ethnic origin, socioeconomic status, veteran status, sexual orientation or other legally protected status. FIELD SITE and UNIVERSITY will comply with all applicable non-discrimination laws.
7. The Agreement shall be governed by the laws of the State of Minnesota.
8. This Agreement sets forth the entire understanding of the parties hereto and supersedes any and all prior agreements, arrangements and understandings, oral or written, of any nature whatsoever, between the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement, effective the date first above written:

WALDEN UNIVERSITY, LLC

By: ____________

Printed Name: Brandi DeFries

Title: Director of Field Experience

Date: Effective the date noted above

FIELD SITE: __________________________

By: __________________________

Printed Name: __________________________

Title: __________________________

Date: __________________________