The following *Service Learning Agreement* is an agreement between Walden University and a field site that addresses the responsibilities of each party with regard to a service learning experience in accordance with Walden University’s RN-BSN and RN-MSN programs. A current *Service Learning Agreement* must be on file for students prior to beginning the practice experience course NURS 4220/4221.

The service-learning experience is a project-based experience course as part of the Bachelor of Science in Nursing Completion program. The service-learning experience is not a clinical based program so does not involve direct patient care. A course and project overview of NURS 4220/4221 is as follows:

**NURS 4220/4221: Practice Experience Quality and Safety Project**

Students complete a proposed project in this practice experience course. The project identifies a measurable patient-centered practice problem related to quality or safety and relevant to a practice setting. Students will design and offer a potential project plan to improve a quality and safety problem. Students will collaborate with a nursing leader mentor on a proposed Quality and Safety Improvement Project. With the help of a nurse mentor, students will analyze the quality improvement data, identify a quality or safety problem, develop an evidenced-based change in practice, develop a proposed quality improvement plan and present the proposed project to individuals on-site. Students will not have to complete a time log as part of this course. NOTE: The project is not actually implemented but is offered as a possible improvement project.

The *Service Learning Agreement* only needs to be signed for students enrolling in NURS 4220/4221 who are not employed at the field site. The agreement must be signed by the appropriate signatory as determined by the field site (for example, the site supervisor or agency director). The student will upload the agreement in their field experience application.

Any revisions to this standard template need to be approved by Walden’s legal counsel through the Office of Applied Learning Agreements. If revisions are made to the contract, or if a field site requests to use an alternative contract, this must be reviewed and approved by the Office of Applied Learning Agreements. A copy of either the edited Walden agreement or the field site’s alternative contract should be provided Walden University via e-mail at nursingfield@mail.waldenu.edu.

Students and prospective field sites can contact the School of Nursing Office of Field Experience with questions about agreement.
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 and Master 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 Practicum Manual.

**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/Feedback 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

FIELD SITE:________________________

By: _____________________________

Printed Name: Brandi DeFries

Title: Director of Field Experience

Date: _____________________________

By: _____________________________

Printed Name: _____________________________

Title: _____________________________

Date: _____________________________