



**Kansas State University**  
**Master of Public Health Program**

**FIELD EXPERIENCE AGREEMENT**

**STUDENT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

MPH Area of Emphasis: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**FACULTY ADVISOR INFORMATION:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Office Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PRECEPTOR (FIELD SUPERVISOR) INFORMATION:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Office Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PART I. THE STUDENT AGREES TO:**

1. Consider himself/herself as an integral part of the placement agency and follow the same rules and regulations of the agency as expected of other employees.
2. Be thoroughly prepared for each task to be conducted during the placement period.
3. Consult with the faculty advisor and preceptor to determine objectives, activities, and product(s) of the field placement.
4. Consult with the agency preceptor and/or faculty advisor when unsure of appropriate actions needed to complete assignments.
5. Complete and forward to the faculty advisor all assignments by the written deadlines.
6. Be informed as much as possible about the agency before the placement begins.
7. Be able to articulate all of the field experience requirements, expectations, and agreements.
8. Demonstrate professional behavior in all activities of the field experience, including (but not limited to) work attendance, appointments, meetings, and discussions with all constituencies.
9. Maintain a high level of professional ethics, including complete client/program confidentiality.
10. Contact the faculty advisor by phone at least once during the field experience to provide a progress report.
11. Complete the minimum number of clock hours consistent with the number of credit hours enrolled.
12. Keep a log or journal of all activities and impressions.
13. Evaluate the field experience and the agency mentor on the forms provided by the MPH Program Director.

**PART II. THE FACULTY ADVISOR AGREES TO:**

1. Provide advice and consultation to the student in arranging a field experience placement.
2. Prior to the beginning of the field experience, assist the student in listing objectives, activities, and product(s) of the field experience.
3. Be available to provide advice and guidance to the student through telephone contact or email in response to reports.
4. Confer with the student whenever a potential problem needs resolving.
5. Provide academic resources as needed.
6. Remove the student if the preceptor deems that either the student or the agency setting is inappropriate.
7. Assist the field experience placement agency and its employees in any way possible to enhance the total educational effort for the student

**PART III. THE PRECEPTOR AGREES TO:**

1. Prior to the beginning of the field experience, assist the student in listing objectives, activities, and product(s) of the field experience.
2. Explain the organization and function of the agency.
3. Orient the student to the policies and procedures of the agency.
4. Introduce the student to representatives of other community agencies where relevant.
5. Supervise the student during planning and implementation of activities.
6. Invite the student to agency and interagency meetings.
7. Provide a model of professional work habits and attitudes.
8. Evaluate student performance on forms provided.

**PART IV. THIS AGREEMENT MAY BE TERMINATED FOR ANY OF THE FOLLOWING REASONS:**

1. Any illness or other unexpected events that necessitate the student's absence for a period of time that is detrimental to the agency or student.
2. Any action by the agency that is detrimental to the student or Kansas State University.
3. Any action by the student or Kansas State University that is detrimental to the agency.

**PART V. NONDISCRIMINATION AGREEMENT:**

The parties agree that there shall be no discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons.

**PART VI. LIABILITY:**

Kansas State University provides coverage under the Kansas Tort Claims Act (up to \$500,000) for students participating in the MPH field experience requirement as unpaid or part-time employees for a host agency. The coverage will apply to claims arising out of injury or damage sustained by a third party while the student is acting within the course and scope of the assigned duties of their field experience placement. Students who wish to obtain additional coverage may do so at their own expense. The host agency will provide liability coverage for KSU students participating in the MPH field experience requirement as full-time employees of the host agency. Students enrolled in the MPH Program at KSU must maintain health insurance coverage for the duration of their programs.

**PART VII. SIGNATURES:**

MPH Student: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach Field Experience Description and return the completed forms to:** Dr. Michael Cates, MPH Program Director, Kansas State University, 1 Trotter Hall, Manhattan, KS 66506.