

**Department of Informatics and Networked Systems
(DINS) School of Computing and Information
University of Pittsburgh**

PRACTICUM APPLICATION -- SITE AGREEMENT

Student _____

Organization _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Site Supervisor(s) _____

Phone _____

Beginning/Ending Dates of Practicum _____

The organization named above is agrees to provide a professional work experience for the above named student. We agree to work collaboratively with the Department of Informatics and Networked Systems (DINS) at the University of Pittsburgh. The Site Supervisor agrees to:

1. Introduce and orient the student to the objectives of the project and the structure, policies and procedures of the organization and to interpret them as needed.
2. Specify meetings and/or conferences in which the student will be permitted to participate.
3. Provide adequate space and equipment to enable the student to perform the tasks.
4. Provide appropriate supervision and/or instruction directly or via qualified colleagues who have the time and interest to assume the responsibility for the student's educational experience.
5. Clearly define the student's duties.
6. Arrange for a reasonable schedule and number of working hours per week that accommodates the students other academic commitments.
7. Have supervisor/student conferences focusing on the professional development of the student.
8. Write a letter of reference for the student's placement file upon request.
9. Negotiate student salary (if applicable).
10. Not terminate this Agreement during the placement period of the student without cause.
11. Provide a summary evaluation of the student by reviewing and signing the student's final report. The site supervisor is welcome to provide a summary evaluation, beyond their signature of the student's work which will be used by the Practicum Instructor to determine the student's final grade.
12. Refrain from discrimination on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability or status as a disabled veteran or a veteran of the Vietnam era.

Site Supervisor Signature _____

Date _____