



CALIFORNIA STATE UNIVERSITY, LONG BEACH

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| Subject: Student Placement Agreements | |
| Department: Safety & Risk Management | Reference No.: |
| Division: Administration & Finance | Issue Date: January 2000 |
| References: | Revision Date: NA |
| Web Links: NA | Expiration Date: NA |

Off-campus experience based activities are an important part of student academic and co-curricular learning. However, because of the potential for injury to the student, property damage and liability exposure for the university, prior to a student being placed with other agencies or institutions (Facility) for course-required work, a Student Placement Agreement must be in executed. In accordance with CSU Executive Order 849, California State University Insurance Requirements, the student placement agreement must be in writing and shall specify minimum insurance requirements applicable to the contracting parties and include appropriate hold harmless provisions based upon the needs of the contracting parties.

Student Placement Agreements are legally binding documents that commit the University and the Facility to explicit terms and conditions. It is therefore of the utmost importance that the terms and conditions of these documents be reviewed for legal requirements, conformance to CSU and CSULB policies, and be reflective of good business and risk management practices.

The campus Purchasing Department is responsible for executing all Student Placement Agreements. Only the Director of Procurement and Support Services or his designee may sign a Student Placement Agreement. No other persons are authorized to commit the University to contractual terms and conditions contained in a Student Placement Agreement.

FORMS: NA