This Risk Management Memo provides information concerning student placement agreements and supercedes previous guidance provided in the CSU Long Beach, Administrative Policies and Procedures Handbook.

Background

Off-campus experience-based activities are an important part of student academic and co-curricular learning. In many majors it is part of the core curriculum; in others it is offered as an elective academic component. Nearly every academic department has an internship, practicum, clinical, fieldwork or professional practice course.

Unfortunately, internships and other student learning experiences in off-campus facilities present the potential for injury to our student, property damage, and liability exposure for the university. It is therefore, the responsibility of the University to develop strategies to minimize risk to the participating students and to minimize liability to the University. The use of Student Placement Agreements is an effective strategy to reduce risk and liability.

Student Placement Agreements

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 President has delegated authority for final review and signature of Student Placement Agreements to the Associate Vice President Financial Management, the Director of Purchasing and the Purchasing Manager. No other persons are authorized to commit the university to contractual terms and conditions contained in a Student Placement Agreement.

Responsibility

The appropriate faculty member is responsible for ensuring that a current Student Placement Agreement between the university and a Facility exists before any student is placed at that Facility. Existing department or college procedures relating to Student Placement Agreements are not altered by this memo.

The office of Safety and Risk Management (S&RM) is responsible for providing advice, guidance and assistance to faculty members responsible for the placement of students in off-campus facilities for internships or other learning experiences. S&RM is also responsible for reviewing all Student Placement Agreement for conformance with CSU and CSULB insurance requirements and for negotiating any issues relating to liability and insurance with the hosting Facility. S&RM shall also provide Certificates of Insurance to any Facility upon request.

The Purchasing Department is responsible for executing all Student Placement Agreements. The Purchasing Department will provide a copy of the executed agreement to the faculty member involved in coordinating the off-campus work experience for students and to S&RM.
Duration of Agreements

*Student Placement Agreements* shall be effective for a maximum period of five (5) years. The agreement expiration date shall be stated in each agreement. Any existing *Student Placement Agreement* over five (5) years old is not considered to be valid.

Procedures

The appropriate faculty member shall forward a copy of the proposed *Student Placement Agreement* to S&RM at least 30 days before an intended student placement at that Facility. S&RM will review the insurance and liability language contained in the Agreement and contact the Facility to resolve any related issues. Each situation is unique and will be handled as appropriate. But in all cases Safety and Risk Management will endeavor to negotiate insurance and liability language acceptable to both parties as expeditiously as possible. However, there exists the possibility that the insurance and liability requirements of a Facility related to student placements cannot be met by the University. In such cases, a *Student Placement Agreement* between the University and that Facility cannot be executed.

Once insurance and liability issues have been addressed, Safety and Risk Management shall forward the *Student Placement Agreement* to the Purchasing Department for final review, execution and copy distribution.

For further information, please contact the Office of Safety and Risk Management at 52283 or at saferisk@csulb.edu.

**FORMS:** NA