LETTER OF AGREEMENT

Pursuant to Article 10.4 of the Agreement of August 26, 2016, between the Connecticut State University American Association of University Professors and the Board of Trustees for the Connecticut State University, the parties agree that a Field Experience at Southern Connecticut State University is the placement of a student by a department with an outside agency for the purpose of experience related to the student's degree program.

Faculty responsibility for field experience involves:

A. holding an adequate number of information sessions to educate eligible students requirements, policies, and procedures.
B. maintaining regular face-to-face and electronic communication with current and potential students.
C. email follow up with eligible students regarding internship opportunities, deadlines, and registration procedures.
D. reviewing and approving field experience learning proposals
E. regular meetings with students enrolled in the field experience course.
F. evaluation of student work, including regular Blackboard assignments, midterm and final surveys, and final reflection paper.
G. maintaining routine communication with field experience supervisors including the administration of midterm and final performance surveys.
H. coordinating with field experience locations to ensure that the sites comply with department/college/university requirements
I. meeting with representatives from potential field experience sites to review the department/college/university requirements.
J. compiling feedback from student and supervisor surveys to share with the department for the purposes of assessment and curriculum development.

Faculty workload credit for the supervision of the field experience will be as follows. Up to 30 students enrolled in the COM 497 Field Experience course will be supervised by 1 faculty member who will receive 3 load credits. In the event that there are more than 30 students enrolled for one semester, a second section of the course will be added for an additional 3 load credits.

John P. Kavanagh
SCSU-AAUP

[Signature]
SCSU Administration

2/27/18
Date

3/9/18
Date

SCSU-AAUP/ljc
Agr. #16.07
2/22/2018