MEMORANDUM OF UNDERSTANDING
HIGHER EDUCATION LEADERSHIP PRACTICUM EXPERIENCE

____________________ and Dr. Kristina Navarro, agree to the following practicum experience at UW-Whitewater:

Semester of Intended Completion: ________________

Terms of Agreement:

1. Dr. Kristina Navarro will serve as the faculty practicum supervisor and maintain consistent contact with the student over the course of the experience.

2. The practicum experience requires 150 hours of practical experience at an approved site.

3. The student shall enroll in 3 credits of HELEAD 793.

4. The student shall outline a complete job description of project projects for the practicum experience in the attached page 2.

5. The student shall maintain a reflective log that accounts for 150 hours of the Practicum experience. This log will be turned into the practicum supervisor at the conclusion of the experience via email and dropbox. The log should account for the specific allocation of time and responsibilities as contained in this memorandum. The reflective log will be shared ONLY with the UWW practicum supervisor.

6. This Memorandum of Understanding terms shall be signed by the practicum student, site supervisor, and faculty practicum supervisor before the student begins working.

7. This Memorandum of Understanding shall be signed again by all parties, (i.e., student, site supervisor, faculty practicum coordinator), when all requirements have been satisfactorily completed.

Initial Agreement Date: ____________

____________________ ____________________  ____________________
Practicum Intern                          Mentor/Field Supervisor                      UWW Practicum Supervisor

We certify that the above field practicum has been satisfactorily completed. Date: ____________

____________________ ____________________              ____________________
Practicum Intern  Mentor/Field Supervisor            UWW Practicum Supervisor
Attach the Following:

1) **Office of Practicum Experience Work:**

2) **Working Job Title:**

3) **Description of Duties:**