

**Hawkeye Community College  
Education Programs  
Contract for Field Experiences**

This agreement is between Hawkeye Community College (HCC) and  
**Cedar Falls**

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(FACILITY). HCC seeks to allow field experiences at FACILITY for students enrolled in one of its education courses (Field Experience, Including Diverse Learners, and Children's Literature). The basic purposes of this Contract are to establish cooperative relationships and to outline the responsibilities of HCC and FACILITY as they contribute to student learning.

HAWKEYE COMMUNITY COLLEGE does not discriminate on the basis of disability, sex, race, color, religion, or age.

**I. HCC AGREES TO:**

- a. To permit only registered and enrolled students to come to FACILITY to obtain field experience.
- b. To advise FACILITY of the learning experiences needed by the students.
- c. To accept responsibility for all classroom instruction of students and provide objectives, information, and evaluation materials for the experience.
- d. To be solely responsible for admitting and discharging all students involved in its courses.
- e. To require students to comply with FACILITY policies, procedures, rules, and regulations.
- f. To follow up on any concerns or questions raised by FACILITY personnel.
- g. To provide documentation of field experience length for each student placement.
- h. To require all expenses incurred as responsibility of the student including but not limited to lunch, transportation, etc.

**II. THE COORDINATOR, ON BEHALF OF HCC, AGREES TO:**

- a. Maintain contact with the student and the FACILITY.
- b. Make every effort to place each student in an environment suited for both the student and the FACILITY.
- c. Make provisions for the student to receive technical and related education.

**III. THE FACILITY AGREES TO:**

- a. Provide the required hours of supervised experience for the student. Days and hours are to be agreed upon by the site supervisor and the student.
- b. To allow students the use of the physical resources of the FACILITY that are normally provided to classroom teachers including building equipment, essential supplies, and library facilities that are necessary and reasonable to enable the student to function adequately in FACILITY.

**SIGNED:**

This Contract becomes effective when signed by the student and both agencies.

<u>Dr. Tami Leonard</u>	<u>08/17/20</u>
Hawkeye Community College Representative	Date

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Cedar Falls Community Schools Representative	Date

HCC  
Hawkeye Community College  
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