



EXPERIENTIAL LEARNING LETTER OF UNDERSTANDING

The purpose of this Letter of Understanding is to set forth the provisions under which students in the _____ Department of Longwood University (LU) will perform an experiential learning project at _____ (*Agency*). This project is part of _____ (Course) and the students involved are considered agents of the Commonwealth of Virginia while carrying out their assigned duties and responsibilities. Following are specific agreements between LU and the *Agency*.

1. The LU point of contact is _____ and the *Agency* point of contact is _____. These persons will be responsible for overseeing the student's project and resolving any problems that may arise. In addition, LU will assign a faculty advisor who will ensure that the student is technically qualified to perform the duties assigned. The *Agency* will also assign a qualified person to mentor the student while performing the project.
2. Each student assigned by LU will be given a written list of instructions that will include specific duties and responsibilities. In as much as the students are neophytes in the field, they should not be expected to perform assignments not specified.
3. There will be no exchange of funds between LU and the *Agency*. The *Agency* will furnish all equipment and supplies required for the project. Students will receive no compensation for work performed. Any purchase for uniforms or personal items will be funded by the student.
4. Students performing experiential learning projects have liability insurance coverage under the State's Risk Management Plan for simple, negligent acts arising out of their assigned duties and responsibilities. This coverage does not extend to illegal or willful acts. Nor does this insurance coverage extend to the operation of the *Agency's* vehicles. The LU Risk Manager will provide a Certificate of Insurance upon request (ph-434.395.2093).
5. Any medical expenses associated with the experiential learning will be funded by the student. In the event of an illness/injury that occurs on-site, it will be appreciated if the *Agency* provides first-aid treatment as appropriate.
6. Longwood University wants to express its appreciation to the *Agency* for agreeing to provide an experiential learning site for LU students. In this way, the student will be able to try out the principles and practices learned in the classroom. We hope that this will be a mutually worthwhile venture.

Signed/Longwood University

Signed/*Agency*

Date _____