

MEMORANDUM OF AGREEMENT

BETWEEN

VITERBO UNIVERSITY

And

SAUK COUNTY WIC

AGREEMENT

The agreement between VITERBO UNIVERSITY AND Sauk County WIC in Baraboo, WI (here in after to be called agency) will be effective July 1, 2014.

The agency and VITERBO UNIVERSITY hereby mutually and informally agree with each other to the following:

WITNESSTH

Whereas, both parties are desirous of cooperating in a plan to furnish clinical education to students of dietetics enrolled in the university it is agreed as follows:

I. INTRUCTIONAL PLANNING

Students registered in the dietetics program at VITERBO UNIVERSITY may utilize for clinical experience, the various departments of agency at times to be agreed upon by the dietetics faculty, VITERBO UNIVERSITY, and the Director of the Department of Nutrition Services, or the clinical nutrition supervisor, agency, and his/her staff. Schedules shall be agreed upon at least one month before the semester begins. The days and hours of clinical experiences are to be planned by the faculty of VITERBO UNIVERSITY and the appropriate supervisor. Students assigned to are not employees of agency. VITERBO UNIVERSITY is placing the student at agency for purposes of education. Other than that required to complete the educational objectives, the student is not under the control or supervision of agency. Students will not be compensated for any services performed.

II. SPECIFIC RESPONSIBILITIES OF VITERBO UNIVERSITY

1. To go through the proper channels to make plans for observation and/or practice in dietetics.
2. To provide all supervision and instruction required in the program unless in specific instances other provisions are made.
3. To abide by existing rules and regulations of agency in general and as outlined in the policy and procedures of the dietetic department.

4. The administration of the dietetic program and the supervision of the instructors in the program shall be the responsibility of and under the control of VITERBO UNIVERSITY.
5. To interpret education in dietetics to personnel.
6. Whenever possible and when requested, the faculty shall cooperate with The Department of Nutrition Services or the clinical supervisor of agency in the in-service program.
7. To provide assurance of the status of the dietetic students related to necessary immunizations, health levels of and, criminal background checks as requested by agency.

III. SPECIFIC RESPONSIBILITIES OF AGENCY

1. To provide conference room space and use of selected instructional materials.
2. To make clinical facilities available to the students.
3. To allow the students and instructors to use the cafeteria facilities.
4. To inform the faculty of current dietetic policies, and uphold policy and procedure.
5. To provide and maintain, in so far as possible, qualified personnel in those divisions in which students are placed.
6. To provide procedure and policy manuals, and basic references for libraries in clinical dietetic areas.
7. To participate in the orientation of new faculty members.
8. To provide an atmosphere for learning good nutritional care practices for the students.

IV. SPECIFIC RESPONSIBILITIES OF THE VITERBO UNIVERSITY STUDENTS

1. To pay for their meals at the cafeteria.
2. To abide by existing rules and regulations of agency, if handling foods, to conform to regulations concerning employee health services.
3. To assume financial responsibility for personal illness. Necessary emergency care will be given until the personal physician arrives.

V. MUTUAL RESPONSIBILITIES


1. If either party desires to terminate this agreement, it shall serve notice thereof on the other party. Termination shall thereupon be effective one year after the date of service of such notice. In the event of termination as afore said, it shall not become effective

for students already enrolled and participating in the program until they shall have had the opportunity to complete their program.

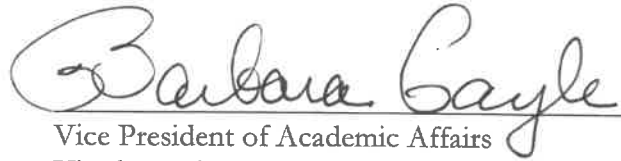
2. The department of Nutritional Services of agency and the faculty of the Nutrition & Dietetics Department of VITERBO UNIVERSITY are to cooperate in the concurrent and terminal evaluation of the program.
3. Both contracting agencies shall carry public and malpractice liability coverage and will furnish evidence of such coverage by providing a certificate of insurance at the request of either party. The school shall indemnify and hold harmless the cooperating agency for any loss or injury resulting from the negligence of the students and the faculty of the school. The cooperating agency shall indemnify and hold harmless the school for any loss or injury resulting from the negligence of the employees or agents of the cooperating agency.



Representative
Agency

 7/11/14

Date



Vice President of Academic Affairs
Viterbo University

6/17/14

Date



Director
Coordinated Program
Internships

6/25/2014

Date