

## **STUDENT PLACEMENT AGREEMENT INSTRUCTIONS**

### **Student Placement Agreement Form:**

1. The sample form is a reference of a Standard Student Placement Agreement. Students may use this sample to determine if agency is willing to enter into an agreement with Arizona State University. This form will be completed through Docu-Sign a web based system for acquiring authorized signatures.
2. The Field Office needs the agency authorized signer's name, title, phone number, and email address.
3. If the agency would like to enter into a non-standard placement agreement, please have agency representative contact the Field Education Office.

### **Agreement Details Sheet:**

1. This form may be completed by the identified field instructor or authorized agency representative.
2. Fill in all of the areas on the left-hand side of this PDF form under Sponsor Details.
3. Next to "Sponsor Name" please insert the agency name.
4. Next to "Agreement Term," use Start and End Dates for 1 year up to 5 years. Example: 01/01/2017 – 01/01/2022.
5. Fill in the "Educational Opportunity" box with a brief description of the internship opportunities available at the agency. This area may be completed by the identified field instructor.

Please email these documents to your contact for Field Education. If you need any additional information or assistance, please call 602-496-0063.