



LETTER OF UNDERSTANDING

BETWEEN

**SOCIAL DEVELOPMENT STUDIES
RENISON UNIVERSITY COLLEGE**

**Affiliated with
UNIVERSITY OF WATERLOO**

(Hereinafter referred to as Renison University College)

and

Applied Apprenticeship Setting

Purpose

The following agreements are made so that students enrolled in the Social Development Studies Department at Renison University College (RUC) may obtain learning experience at the Applied Apprenticeship Setting. It is recognized that the association between the two organizations is mutually beneficial, providing enrichment for staff and clients as well as necessary learning opportunities for the development of the students.

1. Responsibilities The Applied Apprenticeship Setting and Renison jointly agree: to cooperate in the placement of students and providing quality experiential education to students. The Applied Apprenticeship Setting: assigns a supervisor (mentor) to each applicable student. The supervisor assumes primary responsibility for the direct supervision of students in the field, as well as general orientation to the agencies policies and procedures. The supervisor, (as well as the student, and SDS Applied Apprenticeship representative) will sign the student's evaluation and submit to SDS course director.

2. Indemnification/Insurance Liability RUC provides general liability coverage in the amount of \$10,000,000 for students on applied apprenticeship assignment. This policy covers bodily injury, property damage, and professional malpractice. Ontario students in placement in Ontario are covered by Workplace Safety & Insurance Board (WSIB) under an account provided by the Ministry of Training, Colleges & Universities, if the placement setting is registered with WSIB. Where the placement setting is not registered with WSIB, the Ontario Ministry of Training, Colleges & Universities provides insurance coverage for the student through ACE INA insurance.

3. General Understanding and Conditions Students will not be allowed to begin their applied apprenticeship until the department has received all the necessary and requested forms completed and signed (i.e. *University of Waterloo Unpaid Work Placement Agreement Form*).

SIGNED

For Renison University College (RUC)

_____ Chair (or designate) Social Development Studies	_____ Date
_____ President (or designate)	_____ Date

For Applied Apprenticeship Setting

_____ Name (signing authority)	_____ Title
_____ Agency Name	_____ Date
_____ Mentor (if different from signing authority)	_____ Title