



Student Placement Agreement Guidelines

A Student Placement Agreement is required for all departments with students undertaking clinical or nonclinical workplace experience. This agreement is between the University and off-campus work environments that allow students to perform course related work experience within their academic major.

The [Student Placement Agreement](#) outlines the responsibilities of both the Agency (Host Entity) and the University, including supervision and the facilities available to students. It provides the Agency and the University with information regarding insurance coverage and formalizes the commitment of the University to ensure students maintain confidentiality and professionalism.

The agreement is a legally binding document. By signing this document, San Jose State University and Agency accept knowledge of and agree to the terms, roles and responsibilities outlined in the agreement. No placement(s) shall occur without a fully executed agreement between both parties.

To insure that the [Student Placement Agreement](#) has been considered, tracked, and verified to be complete and accurate, the Purchasing Office will require departments to complete a Web Requisition.

Student Placement Agreement process is as follows:

1. The Requestor (SJSU department) enters a Web Requisition in Financial Transaction Services for Student Placement Agreement. Please coordinate with your Finance/Administrative Analyst, if you do not have access to entering a Requisition.
 - a. By submitting a Requisition, the department acknowledges the need for student placement and agrees to the content of the Student Placement Agreement.
 - b. The agreement can cover multiple years and more than one student intern.
 - c. A value of \$1.00 must be entered in the Requisition.
 - d. Enter account code 613001 (Contractual Services). Requestor determines the Fund and Dept ID.
 - e. The Agency is the vendor.
 - i. Select "Suggested Vendor" if Agency is not found in FTS.
 - f. In the Header Comments field, enter Agency's name; address; phone and fax numbers; and email address.
 - g. Upload the agreement in Financial Transaction Services (FTS).
 - i. If you cannot upload in FTS, please see item #7 for other delivery options.
2. The Purchasing Office retrieves the Requisition and uploaded agreement.
3. The Purchasing Buyer will:
 - a. Issue a Purchase Order (PO) after the Buyer's review and acceptance of the Student Placement Agreement.
 - b. Send the executed Student Placement Agreement back to the department.

4. The department is responsible for forwarding the fully executed Student Placement Agreement to the Agency for their review and signature of approval.
5. Agency returns executed agreement to the department.
6. The department will maintain original agreement in their files for auditing purposes.
7. The department will also send a copy of the executed agreement to the Purchasing Office by using one of these delivery methods:
 - a. Locate the original Requisition in FTS and upload the documents.
 - b. Email PDF copy to pass.reg@sisu.edu . In the subject line of the email, reference only the complete requisition number (10 characters and in caps).
 - c. Fax them to 4-6684. Legibly write the complete requisition number (in caps and a total of 10 characters) in a prominent location of the first page of your backup submission. Each fax transmission (call) you make must pertain to one requisition.
8. Upon receipt of the completed agreement, the Buyer will close the PO.

If you have any questions, please contact the Purchasing Buyer for Student Placement Agreement at 4-1560.