CENTRAL TEXAS COLLEGE

Child Development/Education Department

(254) 526-1900 or (254)526-1810 fax

Student/Supervisor Agreement

Number of hours requested: CIRCLE ONE: 16/32 (depending on the course)

If you have any questions pertaining to this agreement, please contact Janeen Garza, Department Coordinator (contact information below).

STUDENT:

1. Fill out this form and submit it by the 14th day after the classes start date, or as requested by your instructor.
   If you are an online student, follow steps a., b., c., then proceed to #2:
   a. Scan or take a photograph of the completed document so that details are legible. The objective is to create an image that can be sent to your instructor in Blackboard.
   b. Save image as a jpeg or gif. You can shrink it if you need to, but make sure all the information is clear. Check to make sure it can be seen clearly before sending to your instructor.
   c. Follow instructions in the Lab or Field Experience folder (found on blue menu).
2. ***DO NOT begin lab/field experience hours until you have approval from your instructor***.
3. Follow any additional instructions given by instructor.

==========**ALL INFORMATION MUST BE COMPLETE**==========

STUDENT: Please read and sign this document, completing all the required fields below.

I, _____ understand that I am expected to meet the requirements for individual school background checks, and procedures, at the lab/field experience site. It is my responsibility to provide the designated supervisor with all necessary documents and contact information. I agree that I cannot change lab/field experience site location without prior approval from the course instructor.

Today's Date: _____

Student Name (Print): _____

Student Signature: _____

Course Name: _____

Course Number and Starting Date: _____

SITE SUPERVISOR: Please read and sign this document if you agree to the following:

I _____, agree to allow the student listed above to attend my facility to complete lab or field experience hours required in the Child Development Department at Central Texas College. Responsibilities may include:

(1) Notifying the student of any site-related requirements.
(2) Serving as the "contact" person at this site.
(3) Submitting a detailed Student Evaluation for each student who completes 16 or more hours at your site.

I understand that I can cancel this agreement at any time.

Today's Date: _____

Supervisor Name (Print) _____

Supervisor Signature: _____

Email: _____

Facility's Accreditation/Licensing Status_____

Accreditation/Certification # _____

Facility's Name: _____

Facility's Address: _____

_____

Facility's Phone Number: _____

If you have any questions or concerns, please contact Janeen Garza, Department Coordinator: janeen.garza@ctcd.edu, 254-526-1682, or the CTC Child Development Department. Out of Texas: 1-800-792-3348, ext 1900. In Texas: 1-800-223-4760, ext. 1900. Local: 254-526-1900 or 254-526-1682.