

KENOSHA PUBLIC LIBRARY
LETTER OF AGREEMENT WITH SOCIAL WORK STUDENT INTERN

DATE OF WORK OR SERVICES TO BE PERFORMED:

STUDENT :

DESCRIPTION OF WORK OR SERVICES TO BE PERFORMED:

Student Intern will complete the activities and deliverables defined in the Learning Contract and Field Evaluation Form including:

- A suggested list of library staff training topics and sources to improve staff competency when referring patrons to social service resources.
- A digital list of top referral sources for various common needs encountered through interactions with library patrons.
- Effective on-the-job modeling of best practices in social services referral interactions.
- Written recommendations for improved library services to older adults.
- Written recommendations for improved library services to incarcerated and recently incarcerated persons.
- A written and oral presentation by the Student Intern to the library's Board of Trustees at their regular May 2023 meeting to summarize the student's field placement experience and recommendations.

COMPENSATION:

A sum total of _____ to be delivered in two payments: _____(amount) on or before _____(date) ; _____ (amount) on or before _____(date)

ADDITIONAL DETAILS:

THIS AGREEMENT is made as of this ____ day of _____, _____, (date) by and between Kenosha Public Library hereinafter called "Purchaser," and _____, hereinafter called "Student Intern" for the work or services described above and is subject to the following conditions:

1. The Student Intern agrees to conduct the performance of the work or services described above in a professional manner and in conformity with all laws, rules, regulations, policies, and codes of ethics binding upon or applicable to Kenosha Public Library.
2. It is agreed between the parties that the Student Intern will be responsible for her equipment, transportation, insurance, and all of her own expenses in connection with the furnishing of the work or services described above, and will pay her own FICA and other taxes.
3. It is distinctly understood and agreed that the Student Intern is not an employee, servant or agent of Purchaser, but is an Independent Contractor on her own.

PURCHASER _____

STUDENT
INTERN _____

Please sign this letter indicating your acceptance and approval of its contents.