**Applied Learning Experience I and II**

**ALE Site/Supervisor Contact Information and Approval Form**

Complete Name of ALE Site:

Complete ALE Site Address with Zip Code:

Name and Title of ALE Site Supervisor:

 Site Supervisor Name:

 Site Supervisor Title:

Site Supervisor Email Address:

 Site Supervisor Office Phone Number:

Semesters for Student ALE Assignment:

 **Traditional Format:** Fall Semester       (Year) Spring Semester      (Year)

 (completed over 2 Summer Session I       (Year) Summer Session II      (Year)

 semesters)

 **Accelerated Format:** Fall Semester       (Year)

(completed in 1 semester) Spring Semester       (Year)

 Summer Semester       (Year)

**Student Liability Insurance and Site Affiliation Agreements:**​Some ALE agencies will require student liability insurance or additional affiliation agreements.  Please note that WCU does not provide **General Liability Insurance** for WCU students at internship or practicum sites.  Site supervisors may ask that students provide individual liability insurance. Students will need to purchase this individual liability insurance.  Also, some sites request detailed site affiliation agreements. These agreements need to be approved by the WCU Legal Department and approval of these affiliation agreements can take up to six weeks or more.  Students will need to ask site supervisors during their first interview about the need for affiliation agreements.  If these agreements are needed, students will notify the ALE I Faculty Supervisor as soon as possible to start the affiliation agreement process.  It is recommended that students plan on a second placement in the event the affiliation agreement is not approved by the WCU Legal Department.

Does this ALE Site require a formal affiliation agreement? [ ]  Yes [ ] No

Does this ALE Site require WCU to provide General Liability Insurance? [ ]  Yes [ ] No

Does this ALE Site require students to provide Individual Liability Insurance? [ ] Yes [ ] No

This ALE Site is approved by the ALE I Faculty Supervisor: [ ]  Yes [ ]  No

If approved, date of approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If site is not approved, indicate reasons for non-approval:

1. [ ] Site cannot provide qualified site supervisor.
2. [ ] Site requires an affiliation agreement that cannot be processed within the time needed for student to start the ALE on-site hours.
3. [ ] Site is not appropriate for public health practice experience.
4. [ ] This site requires General Lability Insurance and this insurance is not available at WCU.
5. Other reasons:

 ALE I Faculty Supervisor:      Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALE Student:      Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_