To: Prospective Learning Institution:

**Purpose**
The Santa Barbara County Public Health Department (PHD) works collaboratively with schools to provide an on-site learning environment that is advantageous to:

- the student and school by providing real-world experience in the public health field, including experience within a working clinic and with patients; and
- the PHD who, in an effort to recruit much needed medical workers, is able to reach out to students who might not otherwise be exposed to the benefits and challenges of working in the field of public health.

**Preceptor/Sponsor**
Any student who desires a work study, internship or other learning experience at any PHD location, or in any PHD capacity, must be sponsored by a Preceptor within the PHD.

**Student Support Agreement**
The County of Santa Barbara also requires that a Student Support Agreement (SSA), with a specific scope of student activities for the program, be executed prior to the start of any learning experience with the Public Health Department. The SSA is an established Agreement for all Learning Institutions. The SSA was created in a collaborative manner by the PHD, Santa Barbara County Counsel and Santa Barbara County Risk Management departments in order to address all issues between the school/student and the PHD in a fair, equitable and consistent manner. The Agreement may NOT be altered in any way. The PHD will only accept students for their learning experience when an SSA with the school has been executed.

SSA’s with PHD are typically valid for 5 years from the date executed by the PHD. An executed SSA may be cancelled by the PHD at anytime for cause or convenience.

**How to Request a Student Support Agreement**

*All requests for an SSA should go through the PHD Preceptor/Sponsor for the student.* The Preceptor will contact the appropriate division and that division will mail a sample SSA to the school. If the school does not agree with the terms of the SSA, the PHD will be unable to host that school’s student.

**DEFINITIONS**

**Preceptor:** An individual (in this case, a PHD staff member) who provides, directs, or verifies the training and experience required for a student to satisfy collegial, or other educational, requirements.

**SSA:** Student Support Agreement