



CAREER SERVICES

Student Internship Agreement Form

This agreement is entered into on the _____
(Date: mm/dd/yyyy)

between Emporia State University, and _____
(host/organization name)

and _____
(student name)

for the purpose of experiential learning (such as internships, practica, job shadowing, observations, and other high impact experiences). For the purposes of this agreement, the internship site where the high impact experience takes place is referred to as the “Host”. The educational institution that will direct the learning experience and outline the academic requirements is “Emporia State University/ESU”. The student who will complete the experience is referred to as the “Student Intern.”

Throughout the duration of the high impact experience, the Student Intern agrees to the following responsibilities and requirements:

STUDENT RESPONSIBILITIES

1. Arrive to the Host site on time and ready to perform professionally
2. Follow all dress codes as designated by the Host
3. Follow all policies and procedures specified by the Host and the University
4. Request permission for all planned time off
5. In the event that the Student Intern is ill and cannot report to the Host site, the student will notify the Host Supervisor as soon as possible, following the Host’s protocol for reporting sick leave
6. Complete total number of hours required of the experiential learning experience within the specified time frame
7. Conduct oneself in a professional manner
8. Inform the Host Supervisor and ESU Internship Coordinator/Faculty Supervisor of any changes in the agreement
9. Complete all requirements of the internship program/experience/course within a timely manner
10. Notify and gain approval from ESU Academic Advisor to participate in the experiential learning experience
11. Enroll for academic credit if applicable
12. Complete and return required evaluation forms to Internship Coordinator/Faculty Supervisor in a timely manner
13. Maintain regular contact with my Internship Coordinator/Faculty Supervisor and fulfill all of the departmental academic requirements
14. Perform all duties and tasks required by employer in the initial learning agreement in a punctual and professional manner

15. Perform duties productively and cooperatively with Host staff to maintain a quality learning environment
16. Facilitate the arrangements for a site visit by the Internship Coordinator/Faculty Supervisor at the Host site, if a visit is requested or required. This may include coordinating a meeting with the Host supervisor and Internship Coordinator/Faculty Supervisor.

POLICIES

As a part of this experiential learning experience, the Student Intern will receive information on policies and procedures of both Emporia State University and the Host. The Student Intern agrees to follow all policies of both Emporia State University and the Host as referenced below:

1. I agree to follow all policies and procedures outlined by the University and the Host.
2. I have participated in the pre-internship orientation with my ESU Internship Coordinator/Faculty Supervisor.
3. During the pre-internship orientation, I received information on Emporia State University's policies regarding EEO/non-discrimination regulations, sexual harassment, grievance procedures, reporting process, and the Student Code of Conduct.
4. My ESU Internship Coordinator/Faculty Supervisor provided an overview of online resources including the University Manual and specific policies regarding the above regulations.
5. I received information on the reporting structure for both Emporia State University and the Host in the event that policy violations occur during this experiential learning experience.
6. I will request information from my Host Supervisor for policies related to EEO/non-discrimination regulations, sexual harassment, reporting process, and grievance procedures.
7. I agree to immediately report policy violations and/or other concerns to the Host Supervisor, the ESU Internship Coordinator/Faculty Supervisor, and the Title IX compliance officer within ESU Human Resources (Ph. 620-341-5379). Depending on the policy violation, reporting may or may not involve each of these parties listed above.

TERMINATION

I understand that my opportunity to participate in a high impact learning experience/internship at the Host is at the discretion of the University and at the ultimate discretion of the Host, and that either the University or Host may, upon written notice to the Student Intern and to the other party, immediately withdraw the Student Intern at any time from the internship based upon any criminal or fraudulent activity on the part of the student intern, perceived lack of competency on the part of the Student Intern, Student Intern's failure to comply with the rules and policies of the University or the Host, Student Intern's failure to comply with the terms and conditions of this Agreement, or for any other reason for which either the University or the Host reasonably believes it is not in the best interest of the program for the Student Intern to continue.

WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT

As a Student Intern, I hereby agree to hold harmless Emporia State University, its Board of Regents, officers, administrators, employees, representatives, and/or other agents, for any injury, damage, or loss of property sustained by me or persons other than myself, arising out of, or in connection with, or due to negligence, fault, or otherwise, during any part of my participation in the aforementioned program.

In addition, I release from all liability the aforementioned parties against loss, damage or expense from any and all claims, demands, actions, or causes of actions that may occur while en route to or from the internship site, or participating in any programs associated with this internship program.

EMPORIA STATE UNIVERSITY AFFIRMATIVE ACTION POLICIES

3D.0106 Harassment: Emporia State University seeks to create an atmosphere that recognizes and protects an environment of acceptance and inclusion for all members of the university community. In addition, Emporia State is committed to creating internship partnerships with agencies that create an environment free from harassment and discrimination.

See the Emporia State University Policy Manual for assistance, definitions, and all University policies at <https://www.emporia.edu/dotAsset/8123ebe3-2c10-4f3c-9cdb-b9e2e61e0d7d.pdf>

By signing below, I acknowledge that I am at least 18 years of age and understand and accept all of the above conditions regarding participation in the Internship Program at Emporia State University and will cooperate with the guidelines and procedures of Career Services.

Student Signature _____ Date _____

Printed Name _____

**Please return this signed document to your ESU Internship Coordinator/Faculty Supervisor.
Thank you.**