



## Confidentiality Agreement for Interns

Due to your access to confidential information, all students enrolled in SAS internships must sign this agreement. “Confidential information” means any information of a secret or confidential nature relating to the internship workplace.

Confidential information may include, but is not limited to, any information regarding clients, their perpetrator(s), the advocate, the peer educators, and other interns.

In connection with being enrolled in a SAS internship, I agree to the following:

I have read and understand the above definition of “confidential information.” I agree that I will not at any time, both during and after my enrollment in a SAS internship, communicate or disclose confidential information to any person, corporation, or entity.

I further recognize and agree that while in a SAS internship, I may become aware of nonpublic information of a personal nature about clients, faculty and staff, including, without limitation, actions, omissions, statements, or personally identifiable medical, family, financial, social, behavioral, or other personal or private information. I will not disclose any such information that I learn in a SAS internship to any other person or entity, unless required by applicable law or legal process.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print \_\_\_\_\_

## SAS INTERNSHIP AGREEMENT

This is an agreement among \_\_\_\_\_ (name), and Survivor Advocacy Services (SAS). The purpose of this educational internship is for Intern to learn about supporting survivors of sexual assault, dating/ domestic violence, and stalking.

The term of this internship begins on \_\_\_\_\_ and ends \_\_\_\_\_.

### Conditions of the Agreement:

- The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with SAS.
- While enrolled in the SAS internship, Intern may not utilize the services of the department, but Intern is entitled to be connected to other on-campus resource or off-campus resource.
- The education received by the Intern from the internship is for the express benefit of the Intern.
- The Intern does not replace or displace any employee of SAS.
- The Intern will receive direct and close supervision by an appropriate supervisor.
- SAS does not derive an immediate advantage from the activities performed by the Intern.
- Intern is not entitled to wages or any compensation or benefits for the time spent in the internship.
- SAS is not liable for injury sustained or health conditions that may arise for the unpaid intern during the course of the internship.
- The Intern specifically agrees to and acknowledges the following:
- This internship is educational in nature and there is no guarantee or expectation that the internship will result in employment.
- SAS may at any time in its sole discretion, terminate the internship without notice or cause.
- Intern will maintain a regular internship schedule determined by the Intern and their supervisor of at least 3 hours per week.
- Intern is expecting to maintain a level of professionalism while working here, which includes following the dress code: Interns must wear business casual attire unless otherwise noted.
- Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- Intern will obey the policies, rules and regulations of the SAS site and comply with SAS' practices and procedures.
- Under no circumstances will Intern leave the internship without first conferring with Intern's supervisor.
- Transportation to and from the internship site is the responsibility of the Intern.
- Intern assumes all of the risks of participating in the internship program. In consideration of the opportunity afforded to the Intern to participate in the internship program, Intern hereby agrees to read and adhere to the "Release of Liability , Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims" form

I understand that this unpaid, learning experience is not employment and that Intern is not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print \_\_\_\_\_