

Colorado State University  
Department of Design and Merchandising  
**INTERIOR DESIGN**

**MASTER INTERNSHIP AGREEMENT**

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THIS MASTER INTERNSHIP AGREEMENT is entered into by and between the Board of Governors of the Colorado State University System, acting by and through Colorado State University for the use and benefit of the Department of Design and Merchandising (hereinafter, "University" or "CSU") and \_\_\_\_\_ (hereinafter, "Sponsor"), effective as of the Start Date recited herein below. In consideration of the mutual promises and obligations set forth herein, the Parties hereby agree as follows (all information must be complete):

**INTERN/STUDENT NAME:** \_\_\_\_\_

**AGREEMENT START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

**TERMS AND CONDITIONS**

1. **Definitions.** The following definitions apply.
  - a. "Internship" means a program of study as part of University course or degree requirements, conducted in cooperation with the Sponsor, whereby Interns receive supervised experience and instruction in a professional setting.
  - b. "Site Supervisor" means that person employed or retained by the Sponsor as responsible for the development and administration of the Internship affiliation with the University.
  - c. "Intern" means a person enrolled in the University who is to perform the Internship.
  - d. "University Supervisor" means the person employed or retained by the University who is responsible for the development and administration of this Internship affiliation with the Sponsor.
2. **Purpose.** As part of the University's educational requirements or as required for the award of a degree in particular areas of study, students must complete supervised experience, such as this Internship.
3. **Term.** The term of the Agreement shall be from the date written above to the End Date set forth hereinabove, and may be extended by mutual written agreement of the Parties. Provided, however, that in the event of expiration or termination of this Agreement, Interns shall be permitted to complete all Internships that began prior to the Agreement End Date, and with respect to such Internships, all terms and conditions of the Agreement shall apply until the last such Internship is completed.
4. **The Sponsor's Obligations.**
  - a. To enter into an "Individual Internship Agreement" with each student selected for an internship appointment.
  - b. During the internship period, to employ each Intern for a minimum number of hours and weeks, as required by the curriculum.
  - c. During the internship period, to utilize Interns in several task areas, as required by the curriculum.
  - d. The SPONSOR reserves the right to modify planned tasks during the internship period, as may be required by changes in the SPONSOR'S circumstances. However, the SPONSOR will make every reasonable effort to ensure that the Intern is employed in a responsible position with exposure to multiple tasks and situations.

- e. To provide quality supervision of the Intern during the internship program and to report periodically to the University Supervisor on the Intern's performance, as may be mutually agreed.
- f. **Learning Contract and Supervisor's Evaluation:** In addition to completing work as agreed upon between Intern and SPONSOR, the Intern will have a curriculum of coursework designed to further his/her learning experience. The Intern is required to complete a Learning Contract with the Site Supervisor that articulates learning objectives. The SPONSOR or Site Supervisor will complete performance evaluations as required by the University.
- g. To hold CSU harmless for any actions taken by the Intern during his/her participation in the internship program and in the course of Intern's employment with Sponsor.
- h. When employing an Intern with hourly wages, to provide the Intern with accident/injury insurance coverage under SPONSOR's Worker's Compensation, Employer's Liability, and general and/or Professional Liability policies just as it would any new employee performing similar work.

#### 5. **The University's Obligations.**

- a. To recommend for placement in the internship program only those students who have earned a satisfactory record and have met the minimum requirements established by CSU in the Department of Design and Merchandising.
- b. To advise the Intern in the search process required for them to identify an internship placement that meets the educational requirements of the internship.
- c. To provide the SPONSOR with copies of current course outlines, course objectives, curriculum philosophy, and a list of faculty and their respective qualifications when requested.
- d. To extend the authorized representatives of the SPONSOR an open invitation to visit the Department of Design and Merchandising at CSU to consult with faculty and students.
- e. To assist the SPONSOR in selection of students for the internship program with the student's knowledge and consent.
- f. To have a representative of the Department of Design and Merchandising at CSU available to the SPONSOR for assistance and consultation in administering the internship program.
- g. To advise students of their responsibilities regarding participation in the internship program, including enrollment in the required internship course during the period of this Internship Agreement, expected professional conduct, and the requirement to follow rules and standards set by the SPONSOR and CSU.
- h. To require students to sign a release form either stating they have health insurance coverage through a qualified insurance carrier or request a waiver of the University's ordinary requirement of health insurance. With the latter, student accepts full responsibility for any medical costs which may be incurred during the term of the internship. If SPONSOR requires that students have health insurance coverage as a prerequisite to employment, SPONSOR will inform the University Supervisor, who will advise the Intern that such coverage must be obtained and proof of coverage provided to SPONSOR prior to starting work.
- i. To inform Interns of their responsibility to provide any transportation, meals, and lodging related to the internship.
- j. CSU is covered for worker's compensation insurance. This coverage is provided to those Interns who receive no pay or remuneration and are enrolled in the appropriate required internship course.

#### 6. **Joint Obligations.**

- a. In compliance with federal law, including the provisions of Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the parties hereto will not discriminate on the basis of race, sex, religion, age, disability, or military service in its administration of its policies, programs, or activities; its admissions policies; other programs; or employment.
- b. That this Master Internship Agreement must be completed and approved BEFORE any student begins his/her internship.
- c. That there may be meetings of representatives of both CSU and the SPONSOR as often as such meetings are needed to coordinate and improve the program, and at the convenience of both parties.

- d. That there will be ongoing, open communication between CSU and the SPONSOR to ensure understanding of the expectations and roles of both parties in providing the internship experience for students.
- e. That either CSU or the SPONSOR may dismiss an Intern during the internship period, if, in the opinion of either party, the Intern is not making satisfactory progress or is not meeting the expectations set forth by either party. Prior to dismissing an Intern, the University Supervisor and the Site Supervisor shall confer regarding the problems with the Intern's performance and any possible solutions that would avoid dismissal. Any Intern who does not satisfactorily complete the internship or any portion thereof may repeat the internship with the same SPONSOR only with the written approval of both the SPONSOR and CSU.
- f. CSU and SPONSOR mutually agree to waive all claims for consequential damages arising out of or related to this agreement, including damages associated with losses of income, profit, and reputation, whether based on contract, tort, negligence, strict liability or otherwise. SPONSOR acknowledges that the liabilities of CSU, as a public entity, are at all times herein strictly limited and controlled pursuant to the Colorado Governmental Immunity Act, CRS 24-10-101, et seq., as now or hereafter amended. Nothing herein shall be construed or applied as a waiver of the provisions of such Act.

**ACCEPTED AND AGREED:**

**COMPANY:**

\_\_\_\_\_  
Representative Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COLORADO STATE UNIVERSITY:**

**Dr. Nancy Miller**  
Department Head, Design & Merchandising

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**MASTER INTERNSHIP AGREEMENT COMPANY CONTACT INFORMATION:**

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please fax or mail to:**

Internship Coordinator  
Department of Design and Merchandising  
150Aylesworth Hall SE #1574  
Colorado State University  
Fort Collins, CO 80523-1574  
970 491 1629 main office phone  
970 491 4855 fax

**IMPORTANT!** – Interns - please send an email to the Internship Coordinator to expect this Master Contract and acknowledge receipt/signing in order to process internship credit hours as soon as possible.