



ROBERT MORRIS UNIVERSITY INTERNSHIP PROGRAM AND SITE AGREEMENT

The Internship Program offers students an opportunity to develop employment skills, establish a professional work ethic and gain professional references and/or recommendations. RMU acknowledges the benefits of students receiving hands-on learning experiences in conjunction with their classroom work. We encourage the support of businesses to become active partners in our Internship Program.

Because cooperation between you and the Robert Morris University Center for Professional Advancement is essential to a successful internship, the following terms have been outlined:

1. The above named internship site will provide supervised learning experiences for the students as the parties agree. The University will, prior to the beginning of each experience, notify the internship team/site as to the number of students the University desires to place. The site will promptly notify the University of its intent to accept or not accept the internship placements requested by Robert Morris University.
2. The student shall, at all times, follow all policies, procedures, rules and regulations established by Robert Morris University and the internship site. The internship site supervisor will discuss with the student any instances of inadequate performance, misconduct or lack of professionalism. Such discussion should be held as soon as possible after the observed inadequacy so that the student is given an opportunity to improve.
3. The internship site acknowledges that the student intern is an employee of the internship site during the internship period and is liable for the student while he/she is interning at the site and/or acting on behalf of the internship site. This applies to both paid and unpaid internships.
4. The internship site supervisor accepts the responsibility of managing the student intern's work performance. The internship site supervisor will complete a final performance evaluation which is signed by the site supervisor and promptly returned.
5. The internship site supervisor will be tolerable to reasonable adjustments to work schedule during the time of midterm and final exams.
6. The internship site acknowledges the use of their company name for internal reporting.