



ARIZONA CHRISTIAN UNIVERSITY  
2625 E. Cactus Road, Phoenix, AZ 85032  
Phone: 602-489-5300

## Internship Site Agreement

### Purpose and goals:

The ACU Internship program is designed to provide students with practical experience through participation in professional experiences within government, business, churches or the community. A minimum of 45 and maximum of 60 hours of practical experience is required for each hour of credit per semester. This may be repeated for up to 3 hours of credit. Prior to enrolling, students must complete an **Application for Internship** form. Approval of the supervising instructor, Department Chair and internship site by current **Internship Site Agreement** are required prerequisites.

### Roles and Responsibilities of the internship site:

1. The internship site will orient students to the internship and to the site.
2. Provide an on-site supervisor who will evaluate the intern and provide a final evaluation of the intern's performance for grading purposes.

### Roles and Responsibilities of the on-site supervisor:

1. The on-site supervisor may assign readings for the internship student. These may include books, articles, manuals or information from the internet that the on-site supervisor believes necessary for the intern to better understand the site and/or the clients served.
2. The on-site supervisor is required to sign-off on the internship student's timesheet and student position evaluation at the end of each semester. Timesheets and the student position evaluation must be turned in to the supervising faculty member at ACU for the student to receive credit.
3. The on-site supervisor agrees to consult with the ACU supervising faculty member regarding the student intern's performance and contact ACU at any time during the internship when the student's knowledge, skills and/or behavior are not acceptable for the internship site.

### Roles and Responsibilities of Arizona Christian University

1. At the end of the term, the supervising faculty member must submit student grades to the ACU Registrar. Grades are due on the due date published by the Registrar's Office.
2. Student placement is subject to all of the provisions contained in the ACU Catalog and Student Handbook to the extent that they are applicable to the internship position.
3. All procedures regarding conduct will be followed as outlined in the ACU Catalog and Student Handbook. Inappropriate behavior will not be tolerated. This includes behavior that others find unwelcome or offensive. Students may be withdrawn from the course by the supervising instructor at any time during the internship when the student's knowledge, skills and/or behavior are not acceptable for the internship site as reported by the internship supervisor. Any subsequent misbehavior can result in the student being referred to the Department Chair or Dean of Students for disciplinary action. Further, this policy does not prevent ACU from referring instances of possible misconduct to any city, state, or federal agencies which may have jurisdiction in the investigation of the possible misconduct.

**Terms and Termination:** At all times during the term of this agreement, each party shall provide and maintain general liability insurance with reasonable limits for itself, its agents, its employees and its students participating in this program at levels sufficient to support the indemnification obligations assumed herein. Upon request of a party, the other party shall supply certificates of insurance evidencing such coverage. ACU will not be required to obtain any insurance coverage for the internship site facilities.

This agreement constitutes the entire agreement between the parties and all prior discussions, agreements, or understandings, whether verbal or in writing, are hereby merged into this agreement. Amendments to this agreement must be in writing and approved by the designated representative of each institution. Although we anticipate a long and mutually satisfying relationship between our institutions, this agreement may be discontinued for any reason providing that written notice is given one semester prior to such discontinuation and that those students who have been accepted under this agreement be permitted to complete their current courses. This Agreement is not intended to conflict with or affect any existing or future affiliation between the parties and institutions not a party to this agreement. This agreement is not exclusive.

**Non-discrimination Policy:** Each party agrees that, in the performance of this agreement, ACU and the internship site will not discriminate in the admission of students or administration of programs on the basis of gender, race, national or ethnic origin, handicaps, or age.

**Signatures:**

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**Signature**

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**Title**

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**Organization**

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**Printed Name**

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**Date**

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**Signature**

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**Organization**

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**Printed Name**

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**Date**