

Cameron University Student Internship Program

INTERNSHIP/PRACTICUM CONTRACT

I. CONTRACT PARTNERS	
Internship/Practicum Sponsor ("Organization/Facility")	
Organization	Mailing Address
On-site Supervisor	Supervisor's Title
Supervisor's Phone	Supervisor's E-mail address
Student	
Last Name	First Name MI
Student ID Number	Phone
E-mail address	Major/Degree
Faculty Liaison	
Last Name	First Name MI
Phone	E-mail address

INTERNSHIP DETAILS		
Internship Course Title:		
Course Prefix:	Course Number:	Number of Credit Hours Available: _____
Internship Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____		
Beginning Date:		Ending Date:
Hours/Week:		Total Hours:
Is this a paid internship? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? _____		
Is the internship a required course for your degree: <input type="checkbox"/> Yes <input type="checkbox"/> No		

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II. INTERNSHIP/PRACTICUM OBJECTIVES AND ASSIGNMENTS

The Academic student learning outcome objectives and assignments are listed in the Course Syllabus. The Employer and the student should list the specific internship objectives and tasks to be accomplished.

III. THE UNIVERSITY, FACILITY AND STUDENT JOINTLY AGREE:

1. Access to student records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, commonly known as "FERPA," and all other applicable laws.
2. As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, sex, political beliefs, or veteran's status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. § 4212.
3. This agreement entails no compensation or payment between the University and the Facility; it is recognized that any agreement for compensation is solely between the Facility and the Student. All parties acknowledge that the performance of services by the Student for the Facility is on an at-will basis, terminable by either party at any time. If the Facility releases the Student from the internship/practicum, or if Student resigns from the Facility, Facility and Student will promptly notify the University of the termination of services.
4. Neither party nor any of its participants shall publish any materials as a direct result of the internship/practicum, without giving the non-publishing party an opportunity to review and object to the publication in advance. No confidential information of the Facility, its staff or clients may be included in any publication without prior written notice to the Facility.
5. When circumstances indicate that a student must be immediately withdrawn from the internship/practicum, the Facility shall promptly inform the Faculty Liaison, and the Faculty Liaison shall withdraw the Student.
6. The parties agree not to use each other's names or logos in any publications or advertising without prior written approval from the other party.
7. An Internship/Practicum may require the Student to obtain a security clearance. The Facility is responsible for assisting and guiding the Student through the security clearance process.
8. The Faculty Liaison will assign the course grade, based upon the criteria identified in either the course syllabus or in Section II of this document.
9. The Student acknowledges that the performance of services under this internship/practicum agreement does not entitle the Student to any future employment with the Facility, and that any arrangement for future work opportunities with the Facility is a matter of negotiation solely between the Student and the Facility, at the sole discretion of the Facility.

IV. RESPONSIBILITIES OF THE UNIVERSITY:

1. The University shall designate a Faculty Liaison to coordinate all aspects of the internship/practicum with the Facility. The Faculty Liaison shall ensure that the Student and Facility have completed all necessary documentation, assist with the development of student assignments and training activities, and assign the final course grade.
2. The University shall require each participating student to complete, sign and return Attachment A, "Student Acknowledgement and Release."

V. RESPONSIBILITIES OF THE FACILITY:

1. The Facility is responsible for the actual supervision and control of the Student's activities within the Facility. The Facility will designate one or more staff persons with appropriate qualifications ("Supervisor(s)") to instruct and supervise the Student.
2. The Facility is responsible for providing the Student with the training and resources necessary to support the Student's learning experience, including training about the Facility's policies, procedures, and performance expectations.
3. The Facility will be responsible for prompt submission of reports that adequately describe the Student's progress, if the University requires.
4. The Facility will communicate immediately with the Faculty Liaison any concern regarding the Student's performance or progress.
5. The Facility will work to create an Internship/Practicum work schedule that minimizes conflicts with the Student's and University's schedules.
6. Upon reasonable request, the Facility agrees to permit the University or its accreditation agencies to inspect the areas of the Facility relevant to the Internship/Practicum.
7. The Facility agrees to provide each Student in the Facility with the relevant policies, rules, procedures, and expectations with which the Student is required to comply.

VI. RESPONSIBILITIES OF THE STUDENT:

The Student's responsibilities are specified in Attachment A, "Student Acknowledgement and Release". A Student may not participate in an Internship/Practicum at Cameron University until the Student Acknowledgement and Release has been signed and returned to the Faculty Liaison.

Signatures of Approval

Please obtain the signatures in the order in which they appear below. This Internship/Practicum Contract is not effective and the student is not eligible for course credit until all of the following signatures have been obtained.

Student _____ Date _____

On-Site Supervisor _____ Date _____

Faculty Liaison _____ Date _____

Chair _____ Date _____

Print witness name