



## INTERNSHIP AGREEMENT

This Agreement (“Agreement”), establishes the relationship between Arcadia University, having an address at 450 S. Easton Road, Glenside, PA 19038 (the “University”) and \_\_\_\_\_, having an address at \_\_\_\_\_ (the “Organization”).

The University offers degree programs in a wide variety of disciplines which are academically enhanced by practical experiences outside of the traditional classroom setting. The Organization offers practical experiences and serves as an internship site offering facilities, resources, and supervision to students.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement and all other good and valuable consideration, the receipt of which is hereby acknowledged, and intending to be legally bound hereby, the University and the Organization hereby agree as follows:

### **I. Duties and Responsibilities of the University**

1. The University will be responsible for internships that are conducted during a regular academic semester(s) or scheduled summer term(s). The University and the Organization agree to schedule the internship hours to mutually benefit all parties involved.
2. The University will certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
3. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The University will assign a faculty member to monitor and evaluate the student’s performance during the internship. The University will assume all costs associated with faculty supervision of the intern.
5. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The University agrees to advise students of any known policies, procedures, and requirements of the internship as specified by the Organization.

7. The University, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at meetings/seminars or activities that may take the intern away from the assignment.
8. The University shall have full responsibility for conducting disciplinary proceedings in accordance with its own rules and regulations. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program, as long as the Organization has been notified in advance.
9. The University will advise all students assigned to the Organization regarding the confidentiality of all of the Organization's information imparted during the training experience. The University will also advise all students that the confidentiality requirements survive the termination or expiration of this Agreement.

## **II. Duties and Responsibilities of the Organization**

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of all selection criteria and any requirements of the selection process for the student, including but not limited to, background investigations, drug testing, health screenings, etc.
3. The Organization selects interns based on the Organization's needs and preferences. The Organization and the staff will provide such supervision of the educational and clinical activities as is reasonable and appropriate to the circumstances and to the student's level of training.
4. The Organization determines the schedule that the intern will maintain on the premises. The total scheduled hours will comply with standards established by the University for the award of credit hours.
5. At the beginning of the internship, the Organization determines the amount of compensation, if any, received by the intern. The Organization will inform the University if interns will receive an hourly wage, stipend or if they will serve in a non-paid capacity. If this is a paid Internship, the site must agree to cover student under their general liability and workers comp insurance policies.
6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will provide students with the Organization's rules, regulations, procedures, and policies and will also provide

orientation, training, supervision, and evaluation of the intern while on the premises.

7. The Organization shall provide all reasonable information requested by the University on a student's internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and Organization.
8. The Organization agrees to make every possible accommodation to the University's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend University required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the University has been notified in advance and a satisfactory resolution cannot be obtained.
10. To the extent the Organization generates or maintains educational records related to the participating student, the Organization agrees to comply with the Family Educational Rights and Privacy Act ("FERPA"), to the same extent as such laws and regulations apply to the University and shall limit access to only those employees or agents with a need to know. For the purposes of this Agreement, pursuant to FERPA, The University hereby designates The Organization as the University official with a legitimate educational interest in the educational records of the participating student(s) to the extent that access to the University's records is required by the Organization to carry out the program.

### **III. Mutual Terms and Conditions**

1. This Agreement will commence on the date set forth in the first paragraph of the Agreement and continue for one (1) year from the date of the final signature below. Either the University or the Organization may terminate this Agreement with ninety (90) days' notice. Should the Agreement be terminated prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their internship.
2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
3. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
4. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
5. This Agreement represents the entire understanding between the parties. This Agreement

shall only be modified in writing with the same formality as the original Agreement.

6. Each party shall provide and maintain Comprehensive General Liability and Professional Liability Insurance for itself, its agents, employees and its students participating in this program with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Upon request of either party, the other party shall supply certificates of insurance evidencing such coverage.
7. All notices provided by either party to the other will be in writing, and will be deemed to have been duly given when delivered personally or when deposited in the United States mail, First Class, postage prepaid, and addressed to the parties as set forth in the first paragraph of this Agreement.
8. This Agreement will not be assigned by either party without the prior written consent of the other.
9. Neither party shall use the other's name or logo in any descriptive or promotional literature or communication of any kind without the other party's prior written approval.

The authorized representatives of the parties have executed this Agreement as of the date indicated below.

**Arcadia University:**

**Organization:**

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Print name/title

\_\_\_\_\_  
Print name/title

Date: \_\_\_\_\_

Approved as to legal form by Arcadia University  
Office of General Counsel:

By: \_\_\_\_\_

Date: \_\_\_\_\_