NON-PAID

INTERNSHIP SITE AGREEMENT BETWEEN

THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM,

ACTING BY AND THROUGH COLORADO STATE UNIVERSITY PUEBLO

AND

Click or tap here to enter text.

This Internship Site Agreement (the "Agreement") is made, and entered into between THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM, acting by and through COLORADO STATE UNIVERSITY - PUEBLO ("University"), and Click or tap here to enter text. ("**Internship**”) if appropriate), (singularly “party” and together “parties”), entered into on this Click or tap to enter a date.

WITNESSETH:

WHEREAS, certain CSU-Pueblo students in the Click or tap here to enter text. Department ("Students") at the University are able to obtain Internship Site/research experiences; and

WHEREAS, **Internship Site** desires to participate and cooperate with University to implement said program by accepting and placing Students with **Internship Site** to enable them to obtain Internship Site/research experiences by providing services to **Internship Site**; and

WHEREAS, this Agreement will serve as recognition of the separate and mutual responsibilities of the University and **Internship Site** to each other and to the Students involved;

THEREFORE, in consideration of the mutual goals herein, the parties agree as follows:

1. SCOPE OF THE INTERNSHIP SITE
2. **(Include a brief description of the duties, obligations, and goals of the student in the specific Internship Site environment).**
3. The Internship Site hours will be set by the supervisor of **Internship Site** at a later time so that the Students and **Internship Site** may find a mutually convenient time(s).
4. The student Internship Site between **Internship Site** and University will commence on the Click or tap to enter a date. and end on the Click or tap to enter a date.
5. UNIVERSITY RESPONSIBILITIES
6. Assign a faculty member to be the instructional supervisor for Students placed at **Internship Site**.
7. Observe appropriate channels as designated by **Internship Site** for coordinating internship/research experiences.
8. Have faculty participate in individual and/or group conferences with appropriate **Internship Site** staff for the purpose of discussing objectives and planning for learning experiences and evaluating Student performance.
9. Have its representatives; if possible, confer at least annually with **Internship Site** for joint review of the program and progress of Students placed at **Internship Site**.
10. Provide a faculty member assigned pursuant to this Agreement to make regular site visits one or more times during the period of field placement to review the Student's activities and to consult with a counterpart **Internship Site** staff member concerning the educational experience and progress of Students working at **Internship Site**. **Internship Site** recognizes that on site visits may be impractical, and will work with University to develop mutually satisfactory alternatives if necessary.)
11. Require that all Students provide to **Internship Site** proof of current, valid medical insurance covering them.
12. Require: (1) each Student to be, and verify that all Students are, insured under a liability insurance policy covering the risks arising from or in connection with the services to be provided under this Agreement; and (2) that each Student supply to **Internship Site** proof of such liability insurance prior to beginning his or her internship. Students will not be permitted to work at **Internship Site** pursuant to this Agreement if they do not present proof of liability insurance as required by this Section.
13. **Internship Site** RESPONSIBILITIES
14. Make its resources and facilities available for internship/research experiences for Students.
15. Cooperate with the University faculty in planning for the educational program and for evaluating the experiences and Student performance.
16. Retain overall responsibility for quality of visitor services.
17. Designate a qualified staff member who will be responsible for the daily supervision and performance of Students and will participate with the University's faculty member in evaluating Students under their supervision.
18. Comply with the Fair Labor Standards Act (FLSA) before classifying an intern as an unpaid "trainee."
19. In accordance with the Family Education Rights and Privacy Act (FERPA), any re-disclosure of internship candidate/intern information is prohibited without the intern’s express written consent under 20 U.S.C. § 1232(g)(a)(1)(C)-(D). A student may not be required to waive these rights under FERPA as a condition of the internship. Any release of student information or education records is prohibited and may be actionable under applicable laws.
20. If the Internship Site requires that a student complete a background check, the site will be responsible for the cost of the background check. **Internship Site** retains the right to reject any Student based on the results of the background check. If the Student does not pass the background check he or she will be informed of the reasons pursuant to the Fair Credit Report Act. The University will not be given any information relating to the failure other than the fact that the Student did not pass.
21. **Internship Site** AND UNIVERSITY FURTHER AGREE:
22. The assignment of Students, faculty and **Internship Site** personnel will be made without regard to the age, citizenship, creed, color, disability, gender, gender expression, gender identity, genetic information, national origin or ancestry, pregnancy, race, religion, sex, sexual orientation or veteran status of the persons involved.
23. **Internship Site** may instruct the University to withdraw a Student whose conduct or practice is not in accord with **Internship Site's** policies and standards of care.
24. University may withdraw any Student whose progress, conduct, or performance in practice does not meet standards for continuation in the program, or when **Internship Site** does not provide agreed upon educational experiences for the Student.
25. This Agreement may be terminated upon the giving of thirty days' written notice by either party to the other party. Students already enrolled and participating in good standing in the program shall have an opportunity to complete the program at **Internship Site** to meet the course of study requirements for graduation.
26. In advance or the early days of each semester, University will disclose the number of Students and the Students to be placed at the **Internship Site.**
27. University and **Internship Site** agree that no money will be paid by either party to the other under the terms and conditions of this Agreement and that the mutual benefits contained herein constitute sufficient consideration. The parties to this Agreement intend that the relationship contemplated by this Agreement is that of independent entities working in mutual cooperation. The Parties hereto are not partners, agents, nor principals of one another. University’s interns shall not act as the **Internship Site** agents or representatives in any capacity, and shall not make any commitments on behalf of the **Internship Site**.
28. This Agreement constitutes the entire agreement between the parties and supersedes any previous contracts, understandings, or agreements of the Parties, whether verbal or written, concerning the subject matter of this Agreement.
29. This agreement cannot be assigned, except with the express written permission of the non-assigning party.
30. **Internship Site** shall be responsible to the fullest extent allowed under the law for its own negligence, and the negligence of its employees and authorized volunteers acting within the scope of their actual authority. Nothing contained in this Agreement shall be construed as an express or implied waiver by University of its governmental and sovereign immunities, as an express or implied acceptance by University of liabilities arising as a result of actions which lie in tort or could lie in tort in excess of the liabilities allowable under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 et seq., as a pledge of the full faith and credit of the state of Colorado, or as the assumption of any of the parties of a debt, contract or liability of each other in violation of article XI, Section 1 of the Colorado Constitution.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be duly executed and delivered by their duly authorized agents and is effective upon the date and signatures below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CSU-Pueblo Representative Name (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CSU-Pueblo Representative Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CSU-Pueblo Provost Name (printed)

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CSU-Pueblo Provost

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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Internship Site Name (printed)

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Internship Site Representative Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date