

Internship Agreement

NOTE TO EMPLOYER: The student's internship does not officially begin and the student cannot start counting hours until all sections of this document are filled out completely and all three signatures are received and dated and the student is registered for NRRT 487 at Colorado State University. The CSU Internship Coordinator must have all 3 pages (15-17) of this Agreement in order to sign it.
A facsimile of this form is acceptable.

Student Information (to be completed by student)

Name _____ CSU ID # _____ - _____ - _____
Physical address where you are living during internship _____
City _____ State/Province _____ Zip/Postal Code _____
Local or Cell Phone # _____ E-mail _____
Emergency Contact Name _____
Mailing Address _____ City _____
State/Province _____ Zip Code _____ Phone1 _____ Phone2 _____
E-mail _____ Relationship (parent/spouse/next of kin) _____

Host Organization Information (to completed by organization supervisor)

Organization Name _____
Intern Supervisor Name _____ Title _____
Organization Mailing Address _____ City _____
State/Province _____ Zip/Postal Code _____ Phone # _____ Fax _____
Organization Web Page _____ E-mail _____

Internship Position Information (to be completed by organization supervisor)

The student's internship must consist of a multi-faceted work and/or learning experience. Each job duty **MUST** be listed out separately in the left-hand column as detailed as possible and **MUST** have an actual % or range of % that the student is estimated to perform in the right-hand column. **Forms received with only one job duty listed or lacking details for job duties will not be accepted by Colorado State University.**

<u>Specific Job Functions</u>	<u>Percent of Time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Physical location where the internship will be performed (if student will be in more than one location, please estimate % by location; must equal 100%):

Internship Starting Date _____ Ending Date _____ (can be estimated)

Student is required to complete at least 80 hours of work.

Forms received without an estimated ending date will not be accepted by CSU.

Internship Agreement
Terms and Conditions

1. Attachments (A) Student Responsibilities, (B) Host Organization Responsibilities and (C) Colorado State University Responsibilities are incorporated herein by this reference.

2. Liability and Insurance; Governmental Immunity

- a. The University, as an entity of the State of Colorado, is entitled to certain immunities under Colorado law, including the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101, et seq., and is self-insured for \$350,000 per person and \$900,000 per occurrence as more fully set forth in the Risk Management law, C.R.S. §§ 24-30-1501, et seq. The parties agree that such insurance shall satisfy all insurance requirements of this Agreement except as otherwise specified herein.
- b. The Colorado Constitution prohibits the State of Colorado and Colorado State University from agreeing to indemnify any other party, public or private. In addition, the Colorado Governmental Immunity Act limits the tort liability of public entities and their employees and authorized volunteers acting in the course of authorized governmental undertakings. Any provision of this Agreement, whether or not incorporated herein by reference, shall be controlled, limited and otherwise so modified by statute. Parties to this Agreement should seek liability protection through their own insurance or otherwise.
- c. Workers' Compensation insurance coverage for the student participating under this Agreement shall be provided by the University unless the student receives remuneration from the Organization for services performed, in which event, the Organization shall provide workers' compensation insurance. As used herein, "remuneration" includes room, board, or other non-monetary forms of compensation.
- d. Individual student liability protection beyond what may apply to students classified as "authorized volunteers" under the Colorado Governmental Immunity and Self Insurance statutes, shall be the individual responsibility of the student, and any proof thereof shall be supplied to the Organization by the student. For some student placement affiliations, students can purchase and provide professional liability insurance with limits of at least \$1,000,000/\$3,000,000. The University agrees to cooperate with the Organization by advising the student of the requirement that the student obtain such insurance as is satisfactory to the Organization.
- e. Both parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment) in the handling of educational records of students enrolled in their programs. It is also understood and recognized that employees and agents of each party will need to have access to the educational records maintained by the other party in properly administering their duties and obligations under this agreement and to the individual students. It is also agreed that each party will thoroughly orient their employees and agents of their obligations under FERPA and will maintain their practices in strict accordance with the requirements of that Act. Neither party will be permitted to authorize any further disclosure of educational records of students or the other party to persons or entities not a party to this Agreement without first having received permission of the other party and having obtained assurances that the other party has fully complied with the provisions of FERPA. Any permitted disclosure to persons or entities not a party to this Agreement will be under the condition that no further disclosure by such parties will be permitted.

3. Termination.

- a. For Convenience. Either party may terminate this Agreement for any reason by providing thirty days written notice to the other party of its intention to terminate, provided that students shall be permitted to complete internships that began prior to the termination date.

Internship Agreement

b. For Default. A party will be considered in default of its obligations under this Agreement if such party should fail to observe, to comply with, or to perform any term, condition, or covenant contained in this Agreement and such failure continues for ten (10) days after the non-defaulting party gives the defaulting party written notice thereof. In the event of default, the non-defaulting party, upon written notice to the defaulting party, may terminate this Agreement as of the date specified in the notice, and may seek such other and further relief as may be provided by law. To the extent reasonable, the Parties shall endeavor in good faith to prevent the early termination of any ongoing internship as a result of the termination of this Agreement under this section.

4. Jurisdiction and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Larimer, State of Colorado.

5. Assignment. No assignment of this Agreement or the rights and obligations hereunder shall be valid without the prior written approval of the parties.

6. Waiver. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach of the same or other provision hereof.

7. Anti-Discrimination. The parties agree that in the performance of this Agreement, there will be no discrimination against students, employees, or other persons related to race, color, sex, religion, creed, age, national origin, sexual orientation, or disability.

8. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any previous contracts, understandings, or agreements of the parties, whether oral or written, concerning the subject matter of this Agreement.

9. Amendment. Any amendment to this Agreement must be in writing and must be signed by the parties.

10. Severability. In the event that any provision of this Agreement is held unenforceable for any reason, the remaining provisions of this Agreement shall remain in full force and effect.

We, the undersigned, in consideration of the mutual promises contained herein and other good and valuable consideration hereby agree to cooperate in a high quality and professional field experience in accordance with the above specifications and have read and understand the attached Responsibilities of Student (pp. 19-20), Host Organization (p. 21), and Colorado State University (p. 22).

Host Organization Supervisor (signature) (printed name) date

CSU Student (signature) (printed name) date

The Board of Governors of the Colorado State University System acting by and through Colorado State University, by:

CSU Internship coordinator (signature) (printed name) date