THE ATTACHED AGREEMENT MUST BE SIGNED BY THE ORGANIZATION WHERE THE STUDENT WILL BE DOING HIS/HER INTERNSHIP.

When the agreement has been signed by the person of authority with the organization, the student must then take the agreement (not the entire application) to the Office of Academic Affairs, 312 Warriner Hall, to be signed by a University representative.

After the agreement has been signed by an official representative of the Office of Academic Affairs, the agreement and the completed internship application should be given to the Internship Coordinator by the student. Assuming the application and necessary supporting materials are in order, the Internship Coordinator will then give the student a bump card, enrolling the student in the internship class for credit.

Because it is University-wide policy, it is important for the student to understand that the Internship Coordinator CAN’T give the student a bump card for the internship until the agreement is signed by both a representative from the organization and the Office of Academic Affairs and returned with the completed application.
INTERNSHIP AGREEMENT BETWEEN
Central Michigan University Board of Trustees
AND
____________________________________
____________________________________

Dated: ____________________________  Signed: ____________________________

Title: ______________________________  Name: Claudia B. Douglass, PhD

Name: ______________________________

Signed: ____________________________

Title: Vice Provost for Academic Effectiveness

Dated: ____________________________

____________________________________
____________________________________

This Agreement sets forth terms and conditions which govern the internship experience of students of Central Michigan University “CMU” at ________________ (insert Agency name), ________________ (Address) “Agency”.

Responsibilities of CMU:
1. Plan and administer, in consultation with Agency, the internship experience in the ________________ program for CMU student(s) assigned to Agency.
2. Provide Agency with the name of student(s) to be assigned to the site as soon as possible after registration each semester.
3. Inform student(s) that they shall be required to abide by the rules and policies of Agency. Upon notification from Agency of improper conduct by a student, CMU will immediately investigate and take appropriate action.
4. Maintain all educational records of our students and comply with all statutes, rules and regulations regarding any release of information from such records. Agency shall have no responsibility regarding maintenance or release of such records.
5. Ensure that student(s) have professional liability coverage under CMU’s General Liability Insurance Policy throughout the rotation.
6. CMU shall recommend that student(s) have in force a health insurance policy to defray the cost of hospital or medical care that might be sustained during the period of placement. CMU shall inform student(s) of potential monetary liability the student(s) might incur as a result of failure to maintain sufficient coverage.

Responsibilities of Agency:
1. Agency shall designate a primary supervisor of the student(s) who agrees to be available for instruction during the internship. Agency shall retain full responsibility for Agency’s operations and administration.
2. Agency shall provide any pre-placement information that needs to be shared with the student(s), and provide any necessary orientation to the student(s) within the first week of placement.
3. Agency shall have the authority to request the withdrawal of any student from the internship experience for reasonable cause related to the need to maintain an acceptable level of service and/or business operations. Such request shall be in writing. CMU will immediately comply with the request.

Mutual Terms:
1. The student(s) assigned under this Agreement is/are assigned solely to obtain the educational experience contemplated under this Agreement. This Agreement is not an employment agreement between the student and Agency or student and CMU or Agency and CMU. Therefore, the student shall not be deemed an employee of Agency for purposes of compensation, fringe benefits, workers’ compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or for any other purpose because of his/her participation in the internship experience. During the period Student is a participant in the internship experience, Agency and the student may enter into an employment relationship. If Agency and student enter into an employment relationship, Agency and student shall establish any and all terms of that employment relationship, including hours, wages, and fringe benefits. CMU will not be a party to such an employment relationship. If Agency and student enter into such an employment relationship, that relationship shall be independent of, outside the scope of, and shall in no way modify or revoke the obligations of Agency and CMU under this agreement, unless the parties expressly provide otherwise in writing.
2. Both parties shall maintain Comprehensive General Liability Insurance or its equivalent.
3. In the performance of their respective duties and obligations under this Agreement, CMU and Agency are independent contractors, and neither is the agent, employee or servant of the other, and each is responsible for its sole conduct. There shall be no monetary consideration paid by either party to the other.
4. Each party agrees to comply with and to be separately responsible for compliance with all laws, including but not limited to anti-discrimination laws, which may be applicable to their respective activities under this program. Both parties shall not discriminate on the basis of sex, disability, race, national origin, color, creed, religion, marital status, height, weight, veteran status, sexual orientation or gender identity, or age.
5. This agreement shall be effective on the ___ day of ____________ (month), ______ (year) and shall terminate on the ___ day of ____________ (month), ______ (year). However, it may be terminated by either party upon forty-five (45) days written notice of termination to the other party, provided, however, that the student then receiving instruction in any program shall be given an opportunity to complete the full program during his/her instructional period.