

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
HANK LACAYO INSTITUTE
INTERNSHIP PLACEMENT AGREEMENT

This Agreement entered into between the Trustees of the California State University on behalf of California State University Channel Islands, hereafter referred to as "UNIVERSITY," and _____, hereafter referred to as Hank Lacayo Institute Internship Site or "HLI INTERN SITE" and University compensated student intern thereafter referred to as "HLI INTERN".

I. STATEMENT OF PURPOSE

A. the UNIVERSITY's mission statement emphasizes a strong commitment to providing experiential learning opportunities by: "Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives." The University's mission for experiential learning complements this mission by developing funded opportunities that address community needs through the development of strong community partnerships and tying student experience back to academic goals and reflection activities, while enhancing the value of workforce development.

B. The mission of HLI INTERN SITE is

C. HLI INTERN SITE and UNIVERSITY recognize the opportunity for meaningful learning experiences for the UNIVERSITY, HLI INTERN SITE and HLI INTERN. The UNIVERSITY supports the goals and objectives of the HLI INTERN SITE in which HLI INTERN will participate.

II. PRIORITIES

A. Program Activities: Activities will be accomplished in accordance with the HLI Intern Learning Plan, reviewed and agreed upon by the HLI INTERN, UNIVERSITY and HLI INTERN SITE prior to the start of the experience.

The HLI INTERN will:

1. Participate in all relevant trainings required by the HLI INTERN SITE and stated in Section III-A Training and Orientation in this document.
2. Model professional and appropriate behavior when working with co-workers and when on HLI INTERN SITE.
3. Support HLI INTERN SITE events that are a part of the experiential learning experience as required by the HLI Program Representative.

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4. Meet the goals of the HLI INTERN SITE and the Hank Lacayo Institute to which the HLI INTERN is committed.

B. Safe and productive environment – HLI INTERN SITE will:

1. HLI INTERN SITE representative shall attend UNIVERSITY's Internship Orientation meeting prior to the placement of HLI INTERNS.
2. Participate in a site assessment at the placement location, if requested by UNIVERSITY staff.
3. Give HLI INTERN a complete tour of the site, and ensure that HLI INTERN is aware of all emergency procedures and is able to act responsibly in the case of an emergency.
4. Ensure that HLI INTERN is aware of the type of work associated with the internship at _____ (INTERNSHIP SITE) and is prepared to perform the agreed upon duties.

C. UNIVERSITY will ensure that HLI INTERN agrees to the following:

1. Abide by HLI INTERN SITE rules and regulations while on site.
2. Ensure that his/her interactions with clients are safe, positive and productive.
3. Support the organization and its objectives by providing support for HLI INTERN SITE staff as necessary and agreed upon in Section II-A, Program Activities in this document.

III. STRUCTURE AND SUPPORT OF HLI INTERN

A. HLI INTERN SITE

1. Site Supervision - _____ (Site Supervisor: First Name, Last Name, and Title) agrees to meet with the HLI INTERN to update him/her on projects and to provide support. Other SITE staff will support the HLI INTERN as they interact with him/her, and provide guidance and advice as necessary and appropriate. A secondary supervisor, _____ (First Name, Last Name) will provide oversight of the HLI INTERN in the absence of the primary supervisor.
2. The HLI INTERN SITE director and the HLI Program Representative at UNIVERSITY shall meet as appropriate in order to facilitate the most mutually beneficial experience for all parties involved, or at the request of any of the parties involved.
3. Training, Orientation & Workspace - _____ (First Name, Last Name) will provide specific training needed by the HLI INTERN prior to his/her working at the HLI INTERN SITE.

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4. Work Space – HLI INTERN will have an appropriate space at the HLI INTERN SITE in which to conduct his/her assigned work. HLI INTERN SITE will provide access and training for any and all equipment necessary for HLI INTERN to fulfill his/her required role.

5. Evaluation – The HLI INTERN SITE supervisor will fill out a mid-semester and end of semester evaluation provided by the HLI Program Representative at UNIVERSITY regarding quality of work that the HLI INTERN provided to the site, and as agreed upon in the HLI Intern Learning Plan document.

B. UNIVERSITY- UNIVERSITY will assign HLI INTERN to the HLI INTERN SITE

1. Training and Reflection - UNIVERSITY will provide a training session for HLI INTERN regarding his/her responsibilities as described in Section II. The HLI Program Representative at UNIVERSITY will provide opportunities for HLI INTERN to reflect on his/her experience working at the HLI INTERN SITE.

2. Supervision and Accountability – The HLI Program Representative at the UNIVERSITY and the HLI INTERN SITE director will work with the HLI INTERN to meet the agreed upon expectations as outlined in the position description.

IV. TERM, TERMINATION AND RENEWAL

A. Term

This agreement will be fully executed and in effect on the date the final approving signature is affixed. The HLI INTERN shall complete a maximum of 120 hours during the intern's respective semester. The fall semester dates are August 27, 2018, to December 8, 2018; spring semester dates are January 22, 2019, to May 10, 2019.

This agreement is not a guarantee of intern placement each semester.

B. Intent to Terminate

Following full execution, this agreement shall be effect until the Spring semester end date above. PARTIES reserve the right to terminate participation and shall provide the other party written notice of the intention to terminate and reason(s) for same.

C. Renewal

The UNIVERSITY may offer renewal of this agreement and is based on HLI INTERN feedback, HLI INTERN SITE evaluations and the Hank Lacayo Institute's desire to continue this relationship for the purpose of experiential learning.

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V. GENERAL PROVISIONS

A. Indemnification

The University agrees to indemnify, release, discharge and hold the INTERN SITE harmless and agrees to defend the INTERN SITE from and against any and all liabilities, losses, damages, claims, lawsuits, causes of action, and expenses associated herewith (including reasonable attorney's fees in defending against any such claim or lawsuit) caused or asserted to have been caused, directly or indirectly, by the negligence or willful misconduct of the University, its officers, employees, or faculty, in its performance under this Agreement.

The INTERN SITE agrees to indemnify, release, discharge and hold the UNIVERSITY harmless and agrees to defend the University from and against any and all liabilities, losses, damages, claims, lawsuits, causes of action, and expenses associated herewith (including reasonable attorney's fees in defending against any such claim or lawsuit) caused or asserted to have been caused, directly or indirectly, by the negligence or willful misconduct of the INTERN SITE and its employees in its performance under this Agreement.

It is the intention of UNIVERSITY and INTERN SITE that the provisions of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective officers, agents and employees.

B. Insurance

The HLI INTERN SITE shall procure and maintain General Liability Insurance, comprehensive or commercial form with \$1,000,000 minimum limit for each Occurrence and minimum limit of \$2,000,000 General Aggregate, as further defined below and as mutually agreed upon for this placement. INTERN SITE shall provide a Certificate of Insurance upon request by UNIVERSITY.

The State of California has elected to be self-insured for its General Liability, vehicle liability, Workers' Compensation and property exposures through the CSU Risk Management Authority.

C. Compensation of Students

An HLI INTERN will be compensated by the UNIVERSITY for during one semester term, for a maximum of 120 hours, at the rate of \$14.00 per hour. Following the completion of this commitment, University liability and University's liability coverage end. Any further relationship between the HLI INTERN and HLI INTERN SITE occurs at the risk of the HLI INTERN SITE.

D. Governing Law

All contracts and purchase orders shall be construed in accordance with, and their performance governed by, the laws of the State of California. Further, the community-based organization shall comply with any state or federal law applicable to community-based organization's performance under this Contract.

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E. Assignments

Without written consent of the CSU, this agreement is not assignable by the HLI INTERN SITE either in whole or in part.

F. Agreement Alterations and Integration

No alteration or variation of the terms of the agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

G. Endorsement

Nothing contained in this Agreement shall be construed as conferring on any party hereto any right to use the other party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore nothing in this Agreement shall be construed as endorsement of any commercial product or service by the University, its officers or employees.

H. Survival

Upon termination of this contract for any reason, the terms, provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.

I. Severability

If any provision of this agreement is held invalid by any law, rule, order of regulation of any government or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

J. Non-Discrimination Policy

California State University Channel Islands is committed to serving the diverse educational needs of the people of the State of California and the world's diverse population. CSU Channel Islands strives to maintain inclusive educational and work environments that value diversity and foster mutual respect. As established under California State University Executive Orders 1096 and 1097, it is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status in its programs and activities. CSU Channel Islands provides equal accommodations, advantages, facilities, privileges and services for all members of the campus community, as well as third parties, in its programs and activities. Insofar as employees are concerned, the CSU non-discrimination policy extends to all employment practices, including recruitment, selection, hiring, promotion, training, compensation, benefits, transfer, separation, and other terms, conditions, or privileges of employment. Further, the CSU

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prohibits harassment of any kind, including sexual harassment and sexual violence, dating violence, domestic violence, and stalking, as well as retaliation against individuals who oppose behavior they reasonably believe constitute discrimination or harassment, who participate in an investigation of such alleged behavior, or who report/assist with making a report of such alleged behavior to the University. Such behavior violates both law and University policy. Additionally, the CSU provides reasonable accommodation to qualified persons with disabilities unless doing so would impose an undue hardship.

The University shall respond promptly and effectively to all reports of discrimination, harassment, and retaliation, and will take appropriate action to prevent, correct, and when necessary, discipline behavior that violates this policy. Reasonable accommodation in University programs and activities will be determined by the campus following an interactive process with the requesting individual to identify the nature and extent of the individual's restrictions and the appropriate reasonable accommodation.

Any intern with questions or concerns about personally experiencing or witnessing an instance of possible discrimination or harassment in their placement environment or an instance of a site's refusal to provide reasonable accommodation to an individual with a disability should contact the Title IX & Inclusion Officer, jean.estevez@csuci.edu, or 805-437-2077.

K. Entire Agreement

This agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements, and understandings with respect thereto. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied herein, and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

This agreement is entered into in good faith.

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

By: _____

TITLE: _____

Procurement & Contract Services

Printed Name: _____

Date: _____

(Name of INTERN SITE)

By: _____

TITLE: _____

Authorized Signatory

Printed Name: _____

Date: _____