

California State University Channel Islands
Student-selected Internship Placement Site Agreement

Important: This AGREEMENT should only be used when a CSU Channel Islands STUDENT **self-identifies an internship opportunity**, and requests to receive academic credit for work performed.

This AGREEMENT pertains to one STUDENT's internship opportunity.

The STUDENT is responsible for obtaining faculty approval, as well the signatures of authorized signatories from both the INTERNSHIP SITE and the UNIVERSITY. Only UNIVERSITY Procurement staff can sign this AGREEMENT on behalf of the UNIVERSITY.

Interning STUDENT:

(Full name of STUDENT)

STUDENT's Phone Number:

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 _____, thereafter referred to as the "INTERNSHIP SITE".

I. STATEMENT OF PURPOSE

INTERNSHIP SITE and UNIVERSITY recognize the opportunity for meaningful STUDENT-focused learning experiences for the UNIVERSITY, INTERNSHIP SITE and interning STUDENT (STUDENT). The UNIVERSITY supports the goals and objectives of the INTERNSHIP SITE program in which the STUDENT will participate.

II. RESPONSIBILITIES

A. INTERNSHIP SITE's responsibilities:

1. California law may require the INTERNSHIP SITE to obtain STUDENT'S fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation, for a criminal background check. It is the INTERNSHIP SITE's responsibility to: 1) determine whether such fingerprinting is required; 2) obtain the STUDENT's fingerprints; and 3) obtain criminal background clearance from the appropriate agency, and 4) incur the costs of fingerprinting.
2. Inform STUDENT of the need for a tuberculosis test; testing shall be at the expense of the STUDENT or INTERNSHIP SITE; maintain the confidentiality of any results as required by federal and state law.
3. Identify the STUDENT's supervisor. The supervisor agrees to meet with the STUDENT regularly to facilitate the STUDENT's learning experience, provide support, review progress and assigned tasks, verify work hours and give feedback.
4. Provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the INTERNSHIP SITE's operations, services and/or clients; a discussion concerning safety policies and emergency

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procedures; and information detailing where STUDENTS check-in and how they log their time.

5. Provide STUDENT with a written description of the STUDENT's tasks and responsibilities.
6. Provide appropriate training, equipment, materials and work area for STUDENTS prior to STUDENTS performing assigned tasks or working with the INTERNSHIP SITE's clients.
7. Evaluate the STUDENT if requested by the UNIVERSITY and contact the UNIVERSITY if the STUDENT fails to perform assigned tasks or engages in misconduct.
8. Notify the UNIVERSITY as soon as is reasonably possible of any injury or illness to a STUDENT participating in a learning activity at the INTERNSHIP SITE.

B. UNIVERSITY's responsibilities

1. Advise that STUDENT agrees to participate in all training required by the INTERNSHIP SITE.
2. Advise that STUDENT agrees to exhibit professional, ethical and appropriate behavior when at the INTERNSHIP SITE.
3. Advise that STUDENT agrees to complete all assigned tasks and responsibilities in a timely and efficient manner.
4. Advise that STUDENT agrees to abide by the INTERNSHIP SITE's rules and standards of conduct.
5. Advise that STUDENT agrees to maintain the confidentiality of the INTERNSHIP SITE's proprietary information, records and information concerning its clients.
6. The UNIVERSITY will advise STUDENT that neither the UNIVERSITY nor the INTERNSHIP SITE assumes any financial responsibility in the event he/she is injured or becomes ill as a result of his/her participation a learning activity at the INTERNSHIP SITE.
7. Provide the STUDENT with general and professional liability insurance in the amount of \$1,000,000 per occurrence, \$3,000,000 general aggregate. This insurance is activated upon full execution of this AGREEMENT.

III. GENERAL PROVISIONS

- A. This AGREEMENT will become effective upon its execution by both INTERNSHIP SITE and UNIVERSITY, for the specific period beginning on _____, and ending on _____, or until terminated by either party after giving the other party 30 days advance written notice of the intention to terminate; however, any such termination by the INTERNSHIP SITE will not be effective against any participating STUDENT until the STUDENT has completed the internship term or as mutually agreed upon by the parties.

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- B. The INTERNSHIP SITE and the UNIVERSITY agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this AGREEMENT. This paragraph will survive expiration or termination of this AGREEMENT.
- C. Both the UNIVERSITY and INTERNSHIP SITE agree to maintain general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII.
- D. The INTERNSHIP SITE may dismiss a STUDENT if the STUDENT violates its standards, mission or goals. The INTERNSHIP SITE will document its rationale for terminating a STUDENT and provide the UNIVERSITY with a copy of the rationale upon request.
- E. The unpaid STUDENT participating in this internship at the INTERNSHIP SITE is not an officer, employee, agent or volunteer of the UNIVERSITY or the INTERNSHIP SITE.
- F. Nothing contained in this AGREEMENT confers on either party the right to use the other party's name without prior written permission, or constitutes an endorsement of any commercial product or service by the UNIVERSITY.
- G. This AGREEMENT may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations.
- H. Any notices required by this AGREEMENT will be deemed to have been duly given if communicated to the following individuals:

UNIVERSITY:

Faculty Advisor
(805) 437-

@csuci.edu

INTERNSHIP SITE:

Name

Telephone

Email Address

III. CSU POLICIES, RULES AND REGULATIONS – TITLE IX

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. UNIVERSITY 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.

INTERNSHIP SITE agrees to abide by all CSU policies to the extent such policies apply to UNIVERSITY STUDENTS, staff, faculty and guests, including CSU policies prohibiting discrimination, harassment, and

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retaliation of all STUDENTS, employees and third parties in CSU educational programs and activities. CSU Executive Orders 1096 and 1097 are accessible here:

CSU Executive Order 1096 “Systemwide *Policy* Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide *Procedure* for Addressing Such Complaints by Employees and Third Parties”

<http://www.calstate.edu/eo/EO-1096-rev-6-23-15.html>

CSU Executive Order 1097 “Systemwide *Policy* Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against STUDENTS and Systemwide *Procedure* for Addressing Such Complaints by STUDENTS”

<http://www.calstate.edu/eo/EO-1097-rev-6-23-15.html>

UNIVERSITY shall respond promptly and effectively to all reports of discrimination, harassment, and retaliation, and will take appropriate action to prevent, correct, cease, and when necessary, discipline behavior that violates this policy. Reports of possible discrimination, harassment or retaliation by INTERNSHIP SITE will result in the immediate termination of this AGREEMENT and immediate departure of the STUDENT from the INTERNSHIP SITE premises, regardless of the status of the UNIVERSITY’s investigation.

IN WITNESS WHEREOF, this AGREEMENT has been fully executed by the parties as of the date last written below.

For UNIVERSITY

For INTERNSHIP SITE

Title: _____ Date: _____
Procurement & Logistical Services
I University Drive
Camarillo CA 93012

Title: _____ Date: _____