

# TUSCULUM COLLEGE

ESTABLISHED 1794

## Tusculum College Internship Affiliation Agreement & Internship Application

Tusculum College ("Tusculum") desires to provide opportunities for students to obtain skills related to the application of academic knowledge in the workplace; and \_\_\_\_\_ ("Intern Host") desires to provide such experiences for \_\_\_\_\_ ("Student Intern"). These parties (Tusculum, Intern Host, and Student Intern) enter into this mutual agreement to establish an academic internship for the Student Intern at the following location: \_\_\_\_\_. The internship will start on this date (mm/dm/yy) \_\_/\_\_/\_\_, and end on this date (mm/dd/yy) \_\_/\_\_/\_\_ ("Internship Period"). All parties agree that this academic internship is not an employment contract and provides no promise of future employment.

The mutually agreed upon roles of Tusculum, Intern Host, and Student Intern are outlined in this good faith agreement for the duration of the Internship Period.

**I. Tusculum agrees to** appoint a Faculty Advisor to collaborate with the Intern Host and Student Intern concerning the formation of the Work Plan and Learning Agreement for the internship, and to provide assistance in resolving any problems that could arise between the Intern Host and the Student Intern.

### **II. The Intern Host agrees to:**

- A. Provide a staff employee to serve as Internship Site Supervisor for the Student Intern, who will act as a liaison between the Intern Host and Tusculum.
- B. Provide experiential learning experiences based on the Internship Job Description, Work Plan and Learning Agreement outlined in the attached Internship Application.
- C. Collaborate with the Student Intern and Tusculum Faculty Advisor to develop meaningful experiential learning experiences.
- D. Provide the Student Intern with appropriate workspace and resources to complete assigned duties, during the internship period.
- E. Provide the student the opportunity to work for a minimum of \_\_\_\_\_ hours a week for a total of \_\_\_\_\_ hours, during the course of the Internship Period.
- F. Verify Student Intern's completion of total hours worked by signing the Time Sheet.
- G. Provide the Student Intern a Job Description and discussion about workplace policies and procedures.

- H. Provide Tusculum with a completed Intern Host Evaluation of Student Performance within 48 hours of the completion of the internship.
- I. Alert Tusculum of any serious deficits observed in the Student Intern's performance, as needed, in order to, correct these deficiencies before the Internship Period has ended.
- J. Excuse the student from any internship duties during block breaks, as outlined in the Tusculum Academic Calendar.
- K. Maintain a reasonably safe work environment by observing all applicable workplace safety regulations under the Occupational Safety and Health Act.
- L. Comply with the Family Educational Rights and Privacy Act (FERPA) by keeping all records concerning the Student Intern confidential.
- M. Not hold Tusculum responsible for any injury to person, property, or business processes arising from the Student Intern's actions during the Internship Period.
- N. Take responsibility for compliance with all rules and regulations under the Fair Labor Standards Act ("FLSA"), to the extent applicable to the internship relationship, in particular those related to unpaid internships (see Department of Labor Fact Sheet #71), as well as, any applicable federal, state, and local laws regarding wages and income tax withholding for paid internships.
- O. On behalf of the Intern Host, and its legal representatives, release Tusculum, its agents, employees, officers, and trustees, from any liability for any non-compliance with the DOL/FLSA requirements, regarding unpaid internships, and to indemnify Tusculum against, and hold them harmless from, any and all expenses and claims for loss, liability, or damages that arise from Intern Host's failure to comply with these criteria.

### **III. The Student Intern agrees to:**

- A. Perform assigned duties to the best of his/her ability during the Internship Period.
- B. Abide by the Intern Host's policies and procedures.
- C. Conform his/her conduct in agreement with policies outlined in the Tusculum College Student Handbook.
- D. Complete all academic course work, as assigned by the Tusculum Faculty Advisor and outlined in the Internship Learning Agreement.
- E. Provide Tusculum and Intern Host with a written request for reasonable accommodation of disability the Student Intern may have, no later than (30) days prior to the start of the Internship Period.
- F. On behalf of the Student Intern and his/her family, heirs, and legal representatives, release Tusculum and Intern Host, their agents, employees, officers, and trustees, from any liability for damage or loss to his/her person or property, which may occur during participation in the internship, to personally assume all risks associated with his/her participation in the internship, and to indemnify Tusculum and Intern Host against, and hold them harmless from, any and all expenses and claims for loss, liability, or damages that arise out of or relate to the acts or omissions of the Student Intern during his/her participation in the internship. However, the Student Intern shall not be liable to indemnify the Intern Host if the conduct giving rise to the claim, is the direct and consequent result of, and/or arises from the supervision and instruction of the Internship Facility or the Intern Host's employees or agents.
- G. Read this agreement in full, before signing below.

- H. On behalf of the Student Intern and his/her family, heirs, and legal representatives, release Tusculum, its agents, employees, officers, and trustees, from any liability for any non-compliance with any requirements under the FLSA, to the extent they apply to the internship, in particular those related to unpaid internships; and to indemnify Tusculum against, and hold them harmless from, any and all expenses and claims for loss, liability, or damages that arise out of or relate to the acts or omissions of the Intern Host during his/her participation in the internship.
- I. Foreign national students are encouraged to meet with the Director of Civic Arts and Global Studies for assistance in applying for internships.

**Tusculum, the Intern Host, and the Student Intern mutually agree:**

- A. The Student Intern will be participating in the Internship as an educational experience; and therefore, will not be considered an employee of the Internship Facility during the Internship Period.
- B. The release and indemnity provisions of the Agreement are intended to be as broad and inclusive as permitted by the laws of the State of Tennessee.
- C. No party will unlawfully discriminate or retaliate against any individual based on race, color, gender, religion, age, national origin, sexual orientation, military or veteran's status, genetic information, or disability.

**Academic Department:** \_\_\_\_\_

**Faculty Advisor:** \_\_\_\_\_

**Department Internship Coordinator:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Earned Credit Hours (as of end of last semester):** \_\_ **Faculty Advisor Initials** \_\_ **GPA** \_\_

**Company/Organization Name of Intern Host Site:** \_\_\_\_\_

**Internship Site Supervisor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Title of Internship Position:** \_\_\_\_\_

**Paid Internship:** \_\_ **Unpaid Internship:** \_\_ **(Planned) Hours of work per week:** \_\_

**Student Information**

**Name:** \_\_\_\_\_

**Campus Address:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

Email: \_\_\_\_\_ Class: \_\_ Sophomore, \_\_ Junior, \_\_ Senior / \_\_\_ GPA

Major/Minor: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Dates for Internship: (M/D/Y-M/D/Y): \_\_\_\_\_

**INTERNSHIP WORK PLAN & SCHEDULE:**

*This section is to be completed with Faculty Advisor*

**Limitations/Restrictions on Internship Placement:**

Housing: \_\_\_\_\_

Campus: \_\_\_\_\_ Home (City/State) \_\_\_\_\_

Other (City/State) \_\_\_\_\_

Do you have appropriate transportation to work site? Yes/No \_\_\_

Will you be working another job, in addition to internship? Yes/No \_\_\_

How many hours of work do you plan to work, in addition to internship? \_\_\_\_

Describe your proposed schedule for internship: \_\_\_\_\_

Approval of proposed work schedule: Faculty Advisor Initials \_\_\_\_\_

**INTERNSHIP LEARNING AGREEMENT:**

List primary areas of interest, knowledge or skills (languages, certifications, or technical) related to this internship experience: \_\_\_\_\_

\_\_\_\_\_

List completed coursework related to this internship: \_\_\_\_\_

\_\_\_\_\_

List any other courses you are taking during your internship: \_\_\_\_\_

\_\_\_\_\_

List leadership, campus groups & volunteer activities, which apply to this internship:

\_\_\_\_\_

List career goal(s): \_\_\_\_\_

List expected outcomes from this internship: \_\_\_\_\_

**INTERNSHIP JOB DESCRIPTION:**

List required work skills and work activities: \_\_\_\_\_

**EMPLOYER POLICIES & PROCEDURES:**

A list of company policies and procedures has been provided and discussed with the intern:  
 Yes  No (Please attach any related documentation, as necessary.)

Did you attach additional departmental requirements?  Yes  No  
*Please attach a copy of your academic schedule*

Have you found an internship site and/or internship site supervisor?  Yes  No  
 Do you need the assistance of Tusculum Career Services to find an internship?  Yes  No

**PLEASE NOTE:**

*Your signature below acknowledges an understanding of the requirements for this internship experience. Internships typically do not provide any paid holidays, vacations, or employee-related benefits. The internship is a temporary placement for the purpose of experiential education. This is not a contract of employment or guarantee of future employment.*

STUDENT INTERN Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

CAREER SERVICES Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

FACULTY ADVISOR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

SITE SUPERVISOR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

REGISTRAR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

*(Registrar's Office representative acknowledges student has registered for required course credit.)*

*Students MUST bring this completed form to required meetings and must acquire necessary signatures. Please make copies of this form for the following persons: Internship Site Supervisor, Faculty Advisor, the Career Services Office and keep a copy for yourself.*

File Date: 1/12/15