



INTERNSHIP WORKSITE AGREEMENT

Instructions: Prior to beginning your internship, this agreement should be completed and signed along with a Student Internship Application and Student Internship Agreement. To reduce your carbon footprint, please return signed copies via email.

Date: _____

Name of Department / Major: _____

Host Organization: _____

Internship Supervisor Information:

Name: _____

Phone Number: _____

Alternate Number: _____

Email Address: _____

If you have questions about practicum / internship paperwork at Southern Oregon University, please contact:

Susan Dyssegard, SOU Office of Finance and Administration, Churchill 122

dyssegars@sou.edu

541-552-6319

THIS AGREEMENT is entered into by Southern Oregon University, a university with a governing board, hereinafter "SOU," and

Name of Host Organization: _____

Host Mailing Address: _____

Host Email Address & Phone: _____

hereinafter, "**HOST**,"

WHEREAS, SOU wishes to offer its students opportunities for internships in their fields of study, and
WHEREAS, the ORGANIZATION HOST wishes to be a host site for SOU student internship opportunities,
NOW, THEREFORE, the parties agree as follows:

1. Participating Students

The number of students to participate shall be mutually determined prior to or at the start of each term, including the selection method(s) to be used.

2. Internship Standards

The specific internship to be provided, the duration, the criteria used to determine successful completion and the granting of academic credit shall comply with SOU academic standards established for such experiences. Details of each arrangement shall be documented in writing and made a part of this agreement.

3. Discrimination

Neither party shall engage in discrimination in the treatment of any participant connected with the experiential learning program. Discrimination means any act that unreasonably differentiates selection and treatment, intended or unintended, based upon age, veteran status, disability, national origin, race, marital status, religion, gender or sexual orientation. Sexual harassment and sexual abuse are strictly prohibited activities for all parties associated with SOU internships.



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4. Termination of Student Participation for Cause

HOST may request that SOU withdraw from the program any student who, in the HOST's judgment, is not performing satisfactorily or who refuses to follow HOST's administrative and operating policies, procedures, rules and regulations. Such requests must be in writing and must include a statement of reason(s), which shall not be based on discriminatory treatment.

5. Consideration

5.1 The basis of this agreement is that the HOST agrees to provide the experience to the SOU student at no charge to SOU and the student agrees to complete the internship for the granting of academic credit. Any additional special arrangements in which SOU agrees to provide supplies, equipment, etc. as part of this agreement shall be documented in writing and made part of this agreement.

5.2 The student is not an employee of SOU. Any compensation arrangements made between the HOST and the internship students are outside of this agreement; any associated scholarship monies must be dispersed by SOU through its Financial Aid Office. Except for special arrangements specifically documented as referenced in above paragraphs, the student is responsible for her/his own transportation, parking and expenses associated with the internship.

6. Insurance

6.1 The Oregon Tort Claims Act (ORS 30.260-30.300) permits SOU to accept responsibility only for the acts of its officers, employees and members. Since a student does not qualify as any of those persons, SOU is prohibited from providing coverage with State Accident Insurance, liability insurance or workers' compensation insurance.

6.2 HOST agrees it is their responsibility to determine what provisions or actions are necessary or appropriate to fulfill any liability and workers' compensation obligations created by their participation in this agreement.

7. Term

This Agreement becomes effective upon the last date accompanying the signatures to the agreement and remains in effect until terminated by mutual consent of the parties, or by one party upon 30 days' prior notice in writing to the other party. The terms of this agreement may be modified, supplemented or amended only by signed written agreement.

IN WITNESS WHEREOF, the parties by signature below of their authorized representatives acknowledge that they have read and understood the agreement and agree to be bound by its terms and conditions.

HOST ORGANIZATION:

**SOUTHERN OREGON UNIVERSITY,
A UNIVERSITY WITH A GOVERNING BOARD**

Printed Name of Supervisor & Title	Date	Designated Signatory, Office of VPFA, SOU Susan Dyssegard, Executive Assistant	Date
Signature of Supervisor	Date	SOU Department Internship Coordinator	Date