

Student Internship Agreement

I, the undersigned student, agree to accept an internship with the agency named below. If I am placed in a paid position, I agree to accept the rate of pay stipulated below. I enter into this internship agreement with the full knowledge that the internship agency has committed considerable time and resources so that I can develop vocational competence through the internship experience. I further agree to comply with the following conditions of the internship:

CONDITIONS OF INTERNSHIP

Time Off

The student intern must be on the job regularly and punctually. He/she has only the privileges allowed other regular employees of the agency. He/she must not ask the employer for or take time off from work for any university requirements without first obtaining the consent of his/her Agency Internship Supervisor AND their assigned Faculty Internship Supervisor. Students will not be allowed to take academic work for credit that conflicts with regularly scheduled work hours. In ALL cases you should wait until your internship visit is scheduled PRIOR to scheduling ANY time off. In rare instances permission may be granted by your assigned Faculty Internship Supervisor if you ask PRIOR to requesting any time off from your agency and you have the approval of the site supervisor.

Absence from Work

The tasks performed by students in their internships are part of a carefully planned and scheduled program of work. A student's absence from work necessitates rescheduling and planning of performance expected of him/her. Therefore, in case of sickness or other emergency necessitating a student's absence from work, the employer should be notified by telephone as early as possible. If an absence will cause the student to miss a full week or more, then his/her University Internship Supervisor should also be notified.

Layoff

Any student intern who is permanently or temporarily laid off must immediately notify the University Internship Supervisor.

Discharge or Desertion

A student who leaves the internship without prior approval of the Agency Internship Supervisor or who so conducts himself/herself on the job as to cause his/her discharge will be subject to disciplinary action which could result in suspension from the university.

Failure on Job

Any student who, although not discharged immediately by the employer, fails to perform in a satisfactory manner shall be brought before the proper academic committee for appropriate action.

Finding Jobs

Under certain conditions, the student may be permitted to work on a paid internship of his/her own finding. He/she must petition his/her Agency Internship Supervisor for approval of such work before accepting the internship. The student is expected to conduct himself/herself on this job in the same manner as on any internship. Approval of the petition is based on the following considerations: (1) The paid internship of the student's own finding must be the equivalent (in training potentials and application to the student's program of study) of any internship that the department could provide for the student. (2) Existing assignments with internship supervisors must be given priority. It is understood that during the period of the internship, the student is to give primary concern to the accomplishment of internship objectives and secondary concern to his/her status as an employee.

Health Problems

The student may occasionally have a health problem that may have a significant effect on his/her placement in an internship. It could be a physical defect, which may limit his or her placement possibilities, or it may be a condition requiring extensive or unusual medical/surgical treatment. In some cases, this could require removal from a particular internship or a leave of absence for all or part of a semester. Regulations require that the student discuss the problem with his/her Agency Site Internship Supervisor and write a petition for appropriate action. The Faculty Internship Supervisor may refer the student to the university health department, where, after an exchange of information with the family physician, a judgment will be made with respect to the legitimacy of the request. In most cases, the student will be asked to sign a statement releasing the health information so that the health department may disclose the necessary facts to the Agency Internship Supervisor. Also, the Faculty Internship Supervisor is given permission, through the signed statement, to use the information with potential or existing employers to the best advantage of the student. Whenever surgical or medical treatment is elected, the student must petition in advance. When emergency conditions prevail, a petition must be filed with the Faculty Internship Supervisor as soon as possible after the emergency.

PROFESSIONAL LIABILITY

Radford University students who are engaged in internships under the teaching supervision of University faculty, whether on- or off-campus, are protected by the state's self-insured medical malpractice coverage or by the state's self-insured liability

coverage. The student must be engaged in activities that are the approved course practicum. Activities outside the approved course practicum are not covered.

PERSONAL INJURY

I agree to indemnify and hold Radford University harmless from any and all claims of injury to myself arising from or connected with my placement as a recreation, parks and tourism intern with the agency named below.

NAME OF INTERNSHIP AGENCY: _____

RATE OF PAY (if applicable): \$ _____ **per** _____

PERIOD OF INTERNSHIP: _____ **to** _____

IN WITNESS WHEREOF, I have caused the AGREEMENT to be duly executed, intending to be bound thereby.

BY: _____ **DATE:** _____

(Signature of Student)

ADDRESS: _____

Street

City

State

Zip