INTERNSHIP AGREEMENT AND SITE CONTRACT

This agreement establishes the relationship between Missouri Valley College (referred to as the “College”), a 4-year liberal-arts institution of higher learning, located in Marshall, Missouri and ________________________, referred to as the “Organization”

This contract will commence on ______________________ and conclude on ______________________, unless otherwise amended.

The College offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement, the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

I. DUTIES AND RESPONSIBILITIES OF THE COLLEGE
1. The College will be responsible for internships that are conducted during a regular academic semester(s) or scheduled summer term(s). The College and the Organization agree to schedule the internship hours to mutually benefit all parties involved and to conform to the scheduling formula of 50 hours of site contact to equal one credit hour.
2. The College shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the proposed internship and departmental requirements for participation.
3. The College determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The College establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The College will assign a faculty member to monitor and evaluate the student’s performance during the internship. The College will assume all costs associated with the faculty supervision of the intern.
5. The College, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The College, at the beginning of the internship term, will inform the Organization of course requirements such as the intern’s attendance at meetings/seminars or activities that may take the intern away from the assignment.
7. The College may request termination of the internship placement for any student not complying with College guidelines and procedures for the internship program, as long as the Organization has been notified in advance.
8. The Organization understands that the College is prohibited from purchasing insurance. However in cases where insurance is necessary, the Organization must inform the student that it is their responsibility to purchase coverage from a broker of their choice. That policy must be in place prior to beginning the internship.

II. DUTIES AND RESPONSIBILITIES OF THE ORGANIZATION
1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The College will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the College of such changes.
2. The Organization agrees to notify the College of all selection criteria and any requirements of the selection process including but not limited to background investigations, drug testing, health screenings, liability insurance, etc.
3. The Organization selects interns based on the Organization’s needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises and will track those hours accordingly. The total scheduled hours will comply with the standards established by the College for the award of credit hours: 50 hours of site contact equals one credit.
5. The Organization, at the beginning of the internship, determines the amount of compensation, if any, received by the intern. The Organization will inform the College if interns will receive an hourly wage, stipend, or will serve in a non-paid capacity.
6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision, and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the College on a student’s internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization.
8. The Organization agrees to make every possible accommodation to the College’s request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend College-required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the College has been notified in advance and a satisfactory resolution cannot be obtained.

III. Mutual Terms and Conditions
1. This agreement will last for the duration of the student’s internship experience. Either the College or the Organization may terminate this agreement with 2 weeks’ notice. In the event of a substantial breach, either party may terminate this agreement.
2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regards to sex, age, race, color, creed, or national origin, Title IX of the Education Rights Act of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
3. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of parties to this contract shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.
4. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing and signed by all parties.

_________________________________________  __________________________
Internship Supervisor                                      Date

_________________________________________  __________________________
Cooperating Agency On-Site Director (if applicable)     Date

_________________________________________  __________________________
Missouri Valley College Faculty Supervisor              Date