



Internship/Service Learning Agreement with Site Supervisor

Internship/Service Learning Agreement (hereinafter referred to as “the Agreement”)

This Internship/Service Learning Agreement serves to lay down the terms of agreement on the Internship/Service Learning placement between the Student and the Organization, as described in Appendix A, which is attached to this Agreement. Signed copies to be distributed to the Student, the Site Supervisor at the Organization, and the Faculty Advisor/Supervisor.

Section 1: Parties

1.1 Student (hereinafter “the Student”)

Name (Last, First)	
Address (number, street, city, state, zip code)	
Phone # cell: () -	home: () -
email address	
College/University	Student ID #

1.2 Internship Provider (hereinafter “the Organization” and “the Site Supervisor”)

Name of Organization	
Address (number, street, city, state, zip code)	
Phone # () -	
Site Supervisor’s Name (Last, First)	
Site Supervisor’s email address	phone: () -

1.3 College/University (if applicable)

Name of College/University	Department/School
Address (number, street, city, state, zip code)	
Faculty Advisor’s Name (Last, First)	
Faculty Advisor/Supervisor’s email address	phone # () - ext.

Section 2: Statement of Purpose and Learning Objectives

2.1 Statement of Purpose: The Student hopes to gain the following from this Internship/Service Learning experience:

2.2 Learning Objectives or Other Goals: The specific goals toward which the Student's efforts are directed are as follows:

Section 3: Terms of Internship/Service Learning Placement

3.1 Internship/Service Learning Dates (if applicable)

Start date _____ End date _____

3.2 Internship/Service Learning Schedule and Progress Report (if applicable)

The Student agrees to work with the Site Supervisor on crafting a tentative schedule of completion for each of the tasks assigned to the Student, when applicable. It is at the Site Supervisor's discretion to require the Student to communicate his/her progress to the Site Supervisor. For Progress Report meetings, please complete Appendix B.

Student work schedule: _____ hours/week for _____ weeks (if applicable)

Section 4: Terms of Agreement and Responsibilities

4.1 Student Responsibilities

- 4.1.1 The Student will abide by the rules, regulations, policies and procedures of the Organization.
- 4.1.2 The Student will maintain a professional demeanor and appearance at all times and on all sites.
- 4.1.3 The Student will inform both Site Supervisor and Faculty Advisor/Supervisor on absence and return from absence.

4.2 Site Supervisor Responsibilities (Organization)

4.2.1 The Organization will offer the Student an Internship/Service Learning opportunity as described in Appendix A.

4.2.2 The Organization agrees to provide the Student with an orientation to the work-site duties, hours, and Organization's expectations.

4.2.3 The Organization agrees to provide professional supervision for the Student, as well as appropriate guidance.

4.2.4 The Site Supervisor agrees to provide a brief final evaluation of the Student's work after completion of the Internship/Service Learning placement.

4.2.5 If the Internship/Service Learning placement is terminated for any reason, the Site Supervisor agrees to notify the College/University within 10 business days.

Section 5: Termination and Resolution of Conflicts

5.1 The Organization may early terminate this Agreement if the Student does not perform pursuant the terms of this Agreement, provided however that the Site Supervisor has issued a prior written warning to the Student.

5.2 In case of conflict, the Student shall try to solve the issue with the Site Supervisor. Disputes will be amicably settled between the Parties.

Section 6: Proposed Statements of Release and Agreement

I hereby release, hold harmless and forever discharge The Grateful Garment Project and its employees and agents from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained by me or any property belonging to me while participating in the Internship/Service Learning placement.

I acknowledge that my participation in this activity is elected and not required. I voluntarily assume full responsibility for any risk of loss, damage, or personal injury, including death, and for any damage to property that may be sustained by me as a result of participation in the Internship/Service Learning placement. I acknowledge that I will not receive compensation for my participation in the Internship/Service Learning placement described in this Agreement.

I acknowledge that I have read and that I understand this document. I acknowledge that I am 18 years old or more.

Agreed and signed on _____, 20____

Student

Site Supervisor

Faculty Advisor/Supervisor

Appendix A: Description of Internship/Service Learning placement, duties, expected outcomes. Please provide details of the program that will be provided for the Intern/Service Learning placement.

Appendix B: Scheduled Progress Report meetings (if applicable)

Mtg. #	Date	To be discussed	IP/BP
1	/ /		
2	/ /		
3	/ /		
4	/ /		
5	/ /		
6	/ /		
7	/ /		