WSU Contract # \_\_\_\_\_\_\_\_\_

Washington State University

Viticulture and Enology

Wineries/Winemaking Internship Agreement

This Agreement is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Industry Partner”) and Washington State University (“WSU”), by and through its College of Agricultural, Human, and Natural Resource Sciences (“CAHNRS”), regarding an internship (“Internship”) for the following WSU student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Student”) who is enrolled in the Viticulture and Enology Program at WSU (“Program”). The parties agree as follows:

1. Purpose: The Program includes a requirement for the Student to acquire experience in a professional setting prior to graduating from WSU. The Industry Partner has suitable experiences, supervisors, and facilities available for the educational experience of the Student. It is mutually beneficial to WSU and Industry Partner to have the Student participate as intern/practicum student at the Industry Partner’s site. Therefore, the purpose of this Agreement is to outline the cooperative arrangements, duties and responsibilities for the Internship.

2. Internship Plan: In conjunction with this Agreement and with the CAHNRS Internship Handbook (“Handbook”) (a copy of which has been provided to the Industry Partner, and which is incorporated by this reference), WSU, the Student and the Industry Partner will develop an Internship Plan in the form of or substantially in the form of the sample included as Attachment A to this Agreement, setting forth the specifics of the Internship, including details such as duration of the Internship, Student responsibilities, and Industry Partner responsibilities.

3. Coordination and Communication: WSU and Industry Partner will coordinate and cooperate regarding the Student’s Internship. Each party will designate a liaison for such communications. Unless the parties decide otherwise, the liaison for the Industry Partner is the person who will serve as the Internship Mentor (as described in the Handbook) and the liaison for WSU is the person who will serve as the Internship Coordinator, as described in the Handbook. Those persons are as follows:

Liaison/Internship Coordinator For WSU:

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

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Liaison/Internship Mentor for Industry Partner:

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

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Either party may change the designated liaison or his or her contact information by notice in writing.

4. Orientation and Supervision: The Industry Partner will orient the Student to the policies, rules and schedules of the Industry Partner’s site. The Industry Partner will assign a direct supervisor (who may also be the Internship Mentor) who will be on-site or readily available by phone or other electronic means for consultation, supervision and direction for the Student.

5. Professionalism: The Industry Partner will provide the Student with adequate workspace and resources needed to conduct Internship activities. The Industry Partner will treat Student as a professional.

1. Student Status: While engaged in the Internship, the Student shall retain the status of a student working towards the fulfillment of a degree requirement. The Student is not an employee or agent of WSU. The Student shall not displace regular employees of the Industry Partner. Unless negotiated between the Student and Industry Partner, the Student is not entitled to any monetary or other remuneration for services performed at the Industry Partner’s site.

7. Evaluation: Evaluation of the Student will follow the guidelines set out in the Handbook. Further information, including website links and guidelines, is provided in the “Documentation” section of the Handbook.

8. Removal of Student: The Industry Partner may remove the Student from placement for violating Industry Partner rules and regulations or for such actions as the Industry Partner views as detrimental to its operations. The Industry Partner will consult with WSU before final action is taken.

9. Inspection: Industry Partner will permit, on reasonable notice and request, the inspection of the Industry Partner’s facilities by agencies charged with responsibility for accreditation of WSU.

10. Compliance With Laws, Nondiscrimination: Each party will each comply with all state and federal laws applicable to this Agreement, including but not limited to the Family Educational Rights and Privacy Act (FERPA). Each party certifies that it will not discriminate in the performance of this Agreement on the basis of any legally protected characteristic, including but not necessarily limited to race, color, national origin, gender, sexual orientation (to include gender identity), religion, veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability, will not maintain facilities which are segregated on the basis of race, color, religion or national origin, and will comply with the Americans with Disabilities Act of 1990, as amended, regarding programs, services, activities and employment practices.

11. Liability Provisions:

1. Each party to this Agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.
2. WSU and its officers, employees, and agents, while acting in good faith within the scope of their official WSU duties, are covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against WSU and its employees, officers, and agents in the performance of their official WSU duties in good faith under this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130. The parties expressly acknowledge and agree that WSU’s liability and indemnification obligations hereunder, if any, shall not exceed WSU’s coverage limits (as to type and amount) as described in the State of Washington Self-Insurance Liability Program and the Tort Claims Act.
3. The Industry Partner maintains liability coverage for its employees, officers, and agents in the performance of this Agreement, and further provides the means for defense and payment of claims that may arise against the Industry Partner or such individuals.
4. WSU’s insurance does not cover Students, nor may WSU require Students to obtain insurance. Students participating in the Internship may, at their discretion or in order to satisfy a requirement of Industry Partner, obtain coverage in the form of an experiential student policy offered through Washington State University or acquired by the Student through another source.

12. Entire Agreement: This Agreement, including documents incorporated by reference, and any Internship Plan to be attached hereto constitute the entire agreement between the parties. The parties may modify this Agreement by a subsequent written agreement executed by the parties.

13. Governing Law: This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington. The provisions of this Agreement shall be construed to conform to those laws.

14. Notices: All notices, requests, or other communications given from one party to the other will be in writing and will be emailed, mailed by first-class mail, or transmitted by hand delivery or facsimile, addressed to the respective party Liaison specified above. All notices, requests or communications that are not hand delivered will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid; or upon confirmation of successful facsimile or email transmission.

15. Authorized Signatures: The parties executing this Agreement below hereby certify they have the authority to sign this Agreement on behalf of their respective parties and that the parties agree to the terms and conditions of this Agreement as shown by the signatures below.

FOR WASHINGTON STATE UNIVERSITY FOR INDUSTRY PARTNER:

Recommended by:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTACHMENT A

INTERNSHIP PLAN: SAMPLE

I. Parties Involved:

 Student: Student Name Industry Partner: Industry Partner Name

 Student ID# Internship Mentor’s Name

 Mailing Address Mailing Address

 Phone Number Phone Number

 Email Address Email/Fax, if available

II. Duration:

 Specify the starting date and final date of the Internship with the Industry Partner.

III. Hours:

 Specify weekly work schedule on-site. (e.g. Mon: 2-5, Wed: 11-3) . As a general rule, Student must work three (3) hours per week per academic credit received for the duration of the semester.

IV. Student Learning Goals:

 Specify the professional and career development goals this Internship will help Student achieve and list them in priority of importance. Include general learning objectives (understanding of wine industry, etc.), specific goals (observing winemaking techniques, strengthening production skills, communication skills, etc.).

V. Student Responsibilities:

 Specify responsibilities to the Industry Partner to be completed during the Internship. A manageable project or focus is most desirable (e.g. assist in the production of wines, assist with laboratory analysis, assist with sales and marketing, etc.). These tasks should be clear and concise to avoid uncertainty during the course of the Internship and at the time of the final evaluation. Responsibilities should assist Student in achieving the above-stated learning goals and should not be clerical in nature.

VI. Internship Mentor Responsibilities

1. Training – Industry Partner should plan on a committing significant time to training initially. Industry Partner should structure an orientation to both the site and specific role to be assumed. Student attendance at on-going staff meetings is desirable, if possible.

B. Feedback (see CAHNRS Internship Handbook)

1. The Student will meet with Internship Mentor regularly to become familiar with the day-to-day responsibilities and duties associated with the position and to discuss the progress in fulfilling the expectations during the Internship experience.
2. The Student will keep a journal to document his/her experiences, including descriptions of what projects he/she worked on, what appealed to him/her about the work, what was challenging about the work, and what he/she learned about the duties and responsibilities associated with this position. The Student should note specific, essential skills he or she believes must be acquired while still in college to be successful in this field.
3. The Student will complete the Mid-Way Check-In at the halfway point of the Internship, and submit the completed paper to his/her Internship Coordinator via email. Guidelines can be found in the CAHNRS Internship Handbook in the “Documentation” section on page 11.
4. The Student will remind the Internship Mentor to complete and submit the Mid-Way Evaluation as well.
5. Final Evaluation (see CAHNRS Internship Handbook)
6. The Final Report is to be submitted to the Internship Coordinator upon the completion of the Internship. Final Report Guidelines can be found in the “Documentation” section on page 12 of the Handbook. The Internship Mentor must review the report and sign the Final Report Cover Page prior to submittal (Attachment G of the Handbook).
7. The Student will complete the Experience and Professionalism survey and the Student’s Evaluation of the Internship Experience survey. Links to these surveys can be found on page 12 of the “Documentation” section of the Handbook.
8. The Student will remind his/her Internship Mentor to fill out the Mentor Survey using the link found on page13 of the “Documentation” section of the Handbook.
9. The Student will send his/her Internship Mentor and Industry Partner a thank you letter or card to acknowledge them and show his/her appreciation for the opportunity as a follow-up to the Internship experience.

VII. Credit

 \_\_\_\_\_\_ credit hours (at a minimum of 45 internship hours completed per credit hour earned) will be awarded at the end of the term based on successful completion of the Internship (final evaluation score) and all written assignments.

VIII. Signatures:

 Please make sure all of the following persons sign the original document:

Student Advisor Internship Mentor Internship Coordinator

DO NOT SIGN AND SUBMIT THIS FORM--THIS IS ONLY A SAMPLE