

Attachment C

WSU Contract # _____

Washington State University
College of Agricultural, Human, and Natural Resource Sciences
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 _____ Program at WSU ("Program"). The parties agree as follows:

1. Purpose: The Program includes a requirement or recommendation 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 C-1 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/CAHNRS Internship Coordinator for WSU:

Name: _____
Department: _____
Address: _____

Phone: _____
Fax: _____
Email: _____

Liaison/Internship Mentor for Industry Partner:

Name: _____
Department: _____
Address: _____

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.

6. Student Status; Compensation: 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.

(Choose One)

- a. _____ Compensation shall be negotiated between the Student and Industry Partner.
- b. _____ The Student is not entitled to any monetary or other remuneration for services performed at the Industry Partner's site.

Responsibility for payment of taxes lies with the Student and Industry Partner, as determined by applicable law.

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:

- A. 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.
- B. 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.

- C. 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.
- D. 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 CAHNRS Internship Coordinator:

Recommended by Internship Mentor:

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved by CAHNRS Delegate:

Recommended by Supervisor:

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attachment C-1
INTERNSHIP PLAN

I. Parties:

STUDENT INTERN

Name: _____ WSU ID: _____
First Last

Phone: _____ Email: _____

Certified Major: _____ Proposed Graduation Date: _____

Academic Advisor's Name: _____

Dates of Internship: _____ to _____

Internship Course: _____ Number of Credits: _____
Prefix Number

Internship Coordinator's Name: _____

Phone: _____ Email: _____

INDUSTRY PARTNER

Name: _____

Address: _____

Phone: _____ Website: _____

INTERNSHIP MENTOR

Name: _____ Title: _____
First Last

Phone: _____ Email: _____

II. **Credit 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. 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.

III. **Student Learning Goals:**

Specify in the Statement of Intent 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 industry, etc.) and specific goals (observing techniques, strengthening specific skills, improving communication skills, etc.). Refer to the "Documentation" section of the CAHNRS Internship Handbook:

IV. **Student Responsibilities:**

- A. The Student Intern should initiate contact with the Industry Partner to schedule orientation and training for the Internship. Student Intern should schedule regular meetings with the Internship Mentor to become familiar with the day-to-day responsibilities and to discuss the progress in fulfilling the expectations during the Internship.
- B. Student Intern should maintain documentation of his/her Internship experiences. For example, keep a journal including descriptions of projects, challenges, appealing tasks, and what was learned about the essential skills that must be acquired to be successful in this field.
- C. Complete Mid-Way Check-In
 1. The Student Intern must 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.
 2. The Student Intern should remind the Internship Mentor to complete and submit the Mid-Way Check-In.
- D. Completion of Internship Experience
 1. 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 of the CAHNRS Internship Handbook. The Internship Mentor must review the report and sign the Final Report Cover Page prior to submittal (Attachment D of the Handbook).
 2. The Student Intern will complete the CAHNRS Student Evaluation form. The Student Intern should remind the Internship Mentor to complete the Evaluation of CAHNRS Student Intern. Links to these evaluations can be found in the CAHNRS Internship Handbook.
 3. Student Interns are encouraged to send the Industry Partner and Internship Mentor a thank you to show their appreciation for the Internship experience.

V. **Internship Mentor Responsibilities**

- A. Industry Partner should structure an orientation to the site and training for the specific role to be assumed. Student attendance at on-going staff meetings is desirable, if possible.
- B. Specify responsibilities to the Student Intern to be completed during the Internship. A manageable project or focus is most desirable (e.g. assist in the production of a deliverable, assist with a specified process or project, assist with sales and marketing, etc.). These tasks should be negotiated with the Internship Mentor and Student Intern in a clear and concise fashion 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. The Student Intern should meet with the 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.

C. Internship Mentor should complete the Mid-Way Check-In at the halfway point of the Internship to document progress, make comments, or identify concerns. Email this information to the Internship Coordinator (Refer to the "Documentation" section of the Handbook).

D. Completion of Internship Experience

1. Student Intern will complete a Final Report documenting the Internship experience. The Internship Mentor must review the report and sign the Final Report Cover Page prior to submittal to the Internship Coordinator (Attachment D of the Handbook).
2. The Internship Mentor will complete the Evaluation of CAHNRS Student Intern. A link to this form can be found in the Handbook.

VI. **Signatures:**

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

Student Intern's Signature *Date*

Academic Advisor's Signature *Date*

Internship Coordinator's Signature *Date*

Internship Mentor's Signature *Date*

STUDENT INTERN: Submit this Internship Agreement and Internship Plan along with the Statement of Intent to the Internship Coordinator prior to beginning the Internship experience.

INTERNSHIP COORDINATOR: Send completed Internship Agreement, Internship Plan, and the Statement of Intent to the Internship Mentor for completion and signature on behalf of the Industry Partner.

INTERNSHIP MENTOR: Upon completion please return to the Internship Coordinator.