

MACALESTER COLLEGE

STUDENT INTERNSHIP AGREEMENT

This is a release. Please read carefully.

STUDENTS MUST SUBMIT THIS COMPLETED FORM TO THE DIRECTOR OF THE INTERNSHIP PROGRAM WHEN REGISTERING FOR ACADEMIC CREDIT

I, _____, ID # _____ am a student at Macalester
(student name - please print)
College and plan to undertake an internship during Fall _____ January _____ Spring _____ Summer _____ at the following location:
(year) (year) (year) (year)

(Internship site)

(city/state/country)

Macalester College itself does not control the way in which this experiential learning opportunity and the internship site are structured or operate. In granting credit for this internship, the College affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in a liberal arts program of study and worthy of Macalester credit but makes no other assurances, expressed or implied, about any travel and living arrangements the student has made.

Macalester College does not knowingly approve internship opportunities which pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the College and its agents or employees.

INSURANCE COVERAGE

I have sufficient health, accident, and hospitalization insurance to cover me during my internship; I further understand that I am responsible for the costs of such insurance and for any expenses not covered by this insurance, and I recognize that Macalester College does not have an obligation to provide me with such insurance.

I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete the experience, and I release Macalester College from any liability for injury to myself or damage to or loss of my possessions.

I understand that if I use my personal vehicle for the benefit of the organization with whom I perform my internship, Macalester College has no liability for injury or property damage which may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance coverage provided by the internship site.

I understand that I will not be entitled to unemployment compensation benefits upon completion of my internship. Further, I understand that Macalester College assumes no liability for injury that I may suffer in the course of my internship and agree to be responsible for ascertaining whether my internship site provides workers compensation coverage for me.

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of an off-campus internship may require a standard of professional decorum that may differ from that of Macalester College. Therefore, I indicate my willingness to understand and conform to the professional standards of the internship site. I further understand that it is important to the success of the present internship and the continuance of future internships that interns observe standards of conduct that would not compromise Macalester College in the eyes of individuals and organizations with which it has dealings, and I acknowledge the responsibility of Macalester College and its Director of the Internship Program to set rules and interpret conduct for this purpose. I agree that should Macalester College and its Director of the Internship Program decide that I must be terminated from my internship because of conduct that might bring the program into disrepute or the internship site into jeopardy, that decision will be final and may result in the loss of academic credit.

GENERAL RELEASE

I understand that Macalester College reserves the right to make cancellations, changes or substitutions in cases of emergency or changed conditions or in the general interest of its Internship Program.

It is further expressly agreed that the internship site and use of any and all of its facilities shall be undertaken by me at my own sole risk and that Macalester College shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or property arising out of or connected with the internship and with the use of any and all services, or facilities associated with the internship, whether or not sponsored by Macalester College. I do hereby release, discharge and covenant not to sue Macalester College, its governing board, employees or agents as to any and all liability that may arise out of injury or harm to me, death, or property damage, resulting from my participation in this internship, excepting only liability due to the negligence or willful misconduct of the College.

STUDENT SIGNATURE: _____ **Date of Birth:** _____ **Age:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____
(If the student is under the age of 18 at the time the internship begins, parent/guardian signature is required)

MACALESTER COLLEGE - INTERNSHIP PROGRAM/INTERNSHIP SITE MEMO OF UNDERSTANDING

Macalester College has a commitment to incorporating structured, off-campus learning experiences into its curriculum by offering students the opportunity to earn college credit for participation in academic internships. Organizations sponsoring Macalester interns play a significant role in providing the invaluable experiential component of the education.

I. Purpose: The Macalester College Internship Program provides an experiential learning opportunity whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation in the Macalester College Internship Program by sponsoring/employing students exhibits your interest and commitment to this educational strategy and to the growth and development of students. The College looks forward to collaborating with you in this work-learning endeavor.

II. Responsibilities: To help insure the interests and promote the benefits of an internship arrangement for all parties involved, Macalester College has developed this memorandum of understanding to describe the mutual responsibilities between the College and your organization hereinafter referred to as "the internship site".

Responsibilities of the College

1. Encourage the student's productive contribution to the overall mission of the internship site.
2. Certify the student's academic eligibility to participate in an internship.
3. Establish guidelines and standards for the conduct of students enrolled in its internship program and to make these guidelines and standards available to the internship site, and to be available to the site to help address intern-related problems.
4. Designate a faculty member who will serve as advisor to the student, assist in setting learning objectives, confer with the internship site personnel, monitor the progress of the internship, and evaluate the academic performance of the student.
5. Maintain communication with the internship site and to clarify Macalester College policies and procedures.
6. Provide public liability insurance and such professional liability insurance as may be reasonably required for each participating student, faculty member, and professional staff.
7. Inform students prior to the internship of his/her personal responsibilities (as outlined on reverse side).

Responsibilities of the Internship Site

1. Encourage and support the learning aspect of the student's internship.
2. Designate a professional staff person/employee to serve as an advisor/supervisor with responsibilities to help orient the student to the agency and its culture, to assist in the development of learning objectives, to confer regularly with the student and his/her faculty sponsor and/or the Director of the Internship Program and to monitor the progress of the student.
3. Provide adequate supervision for the student and to assign duties that are progressive, challenging and related to the student's area of interest.
4. Make available equipment, supplies and space necessary for the student to perform his/her duties.
5. Provide a safe working environment and space for the intern to complete necessary work functions.
6. Agree not to displace regular workers with students functioning in an internship role.
7. Notify the Macalester College Director of the Internship Program of any changes in the student's work status, schedule or performance. The Director should be contacted for advice/assistance in addressing problems exhibited by the student.
8. Allow a faculty sponsor and/or the Macalester College Director of the Internship Program to conduct a pre-arranged site visit to confer with the student and his/her supervisor.
9. Provide two written evaluations of the student's performance (forms to be provided by the Macalester College Internship Program, one at mid-term and the other by the end of the student's internship).
10. Communicate relevant policies/standards of the internship site to the Director of the Internship Program, as needed.

INTERNSHIP SITE _____ INTERN SUPERVISOR: _____
(Please type or print)

INTERN SUPERVISOR SIGNATURE: _____ DATE: _____