



Internship Affiliation Agreement

This Agreement is entered into this _____ day of _____

by and between Calumet College of St. Joseph (hereafter called "College") and _____

_____ (hereafter called "Facility") for the purpose of providing training opportunities for students enrolled in the College.

THE FACILITY

In recognition of a commitment to collaborate with the College, the FACILITY agrees to fulfill the following general responsibilities:

1. Provide assignments that are consistent with the mission and the course objectives of the program in which the student is participating;
2. Inform the College Internship Coordinator of any health screenings, background checks, or special orientations required by the Facility;
3. Orient the student to policies, forms, schedules, safety procedures and risk management aspects of the organization;
4. Provide one hour of weekly, educational supervision to the student;
5. Complete a written educational assessment of the student on forms or in the format provided by the College;
6. Contact the school liaison in the event issues arise in a student's performance or significant events occur within the Facility which may have an impact on the completion of the internship;
7. Reimburse students for mileage incurred as part of the internship assignments when using their personal automobiles;
8. Ensure that students placed in the Facility have adequate physical facilities (desk, chair, telephone, and space for Facility assignments);
9. Comply with all non-discrimination and sexual harassment laws as well as professional Codes of Ethics in the provision of services and in interaction with students; and
10. Comply with principles of confidentiality and privacy regarding student.

THE COLLEGE

In recognition of the commitment to collaborate with the Facility, the COLLEGE agrees to fulfill the following general responsibilities:

1. Disseminate course/internship objectives, evaluation forms, and other materials relevant to the internship experience to both participating students and Facility personnel involved in the internship;
2. Refer students who have met the criteria for the internship and provide information regarding students in accordance with the Family Educational Rights and Privacy Act;

The College, continued:

3. Designate a school liaison who will make at least one contact with the Facility supervisor during the semester for the purpose of maintaining a productive, collaborative relationship and to assist the supervisor and the student with any questions that arise during the student's internship;
4. Provide students with information regarding their role as a learner and their responsibility to adhere to their profession's Code of Ethics;
5. Inform students of their responsibility to comply with the legal and administrative requirements of the Facility;
6. Meet with Facility personnel as needed to discuss the educational program; and
7. Ensure that students who provide direct client services have malpractice insurance (as required by the organization).

GENERAL PROVISIONS

The College will indemnify and hold harmless Facility and its directors, officers, employees, and agents from any and all claims, losses, expenses, judgments, settlements, suits, damages, costs and attorney fees arising out of or in any way related to or caused by the acts or omissions of the College, its faculty, employees, or students, or the operation of the internship experience under this Agreement including but not limited to injury of persons or property.

Facility agrees to indemnify and hold harmless the College and its directors, officers, employees, and agents from any and all claims, losses, expenses, judgments, settlements, suits, damages, costs and attorney fees arising out of or in any way related to or caused by the acts or omissions of the Facility, its staff, employees, clients or agents pursuant to this Agreement including but not limited to injury of persons or property.

TERM OF AGREEMENT

This Agreement will continue in effect until terminated by either party upon 30 days written notice to the other.

This Agreement shall be amended only in writing signed by the parties hereto.

This Agreement is intended only for the benefit of the Facility and the College and should not be interpreted as being made for the benefit of any third party.

Facility

Calumet College of St. Joseph

Signature of Facility Representative

Signature of College Representative

Name (please print)

Name (please print)

Title

Title

Date

Date