

UNDERGRADUATE STUDENT INTERNSHIP/PRACTICUM AGREEMENT

This Internship/Practicum Agreement ("Agreement") is entered into this ____ day of _____, 20____ between _____ (the "Student") and Liberty University, Inc. ("Liberty").

WHEREAS, the Student is enrolled in a course of study at Liberty leading to an undergraduate degree; and

WHEREAS, as part of said course of study, the Student desires to partake in an internship or practicum with the Organization designated in the Addendum to this Agreement (the "Organization") for academic credit,

THEREFORE, in consideration of the foregoing and the mutual covenants, conditions, and terms stated in this Agreement, Liberty and Student agree as follows:

I. Obligations of the Parties

A. Liberty's Duties and Obligations.

a. Liberty shall designate a Faculty Advisor to assist the Student and Organization during the internship or practicum. The Faculty Advisor shall establish the criteria and expectations the Student must fulfill in order to earn academic credit for the internship or practicum. The Faculty Advisor should coordinate with the Student and Site Supervisor to ensure the internship or practicum duties and objectives delineated in the Addendum meet the criteria and expectations. The Faculty Advisor shall have the final say as to whether the Student has fulfilled the requirements of the internship (or practicum) and earned academic credit.

b. The Faculty Advisor shall award academic credit to the Student for the internship or practicum upon successful and satisfactory completion of the duties and assignments delineated in the Addendum.

c. The Faculty Advisor shall be reasonably available to the Student and Site Supervisor should any questions arise under this Agreement.

d. The Faculty Advisor shall provide to the Student the student evaluation forms to be given to the Site Supervisor. The student evaluation forms will be provided prior to the mid-point of the internship (or practicum) and the end of the internship (or practicum).

B. Student Duties and Obligations. As a representative of the University, the Student shall at all times conduct themselves with excellence and in a professional manner. At all times during the internship or practicum, the Student shall remain in good standing with the University.

a. **Conduct.** During the duration of the internship or practicum, the Student assumes the role of student intern, which is a cross between a student and an employee. As such, the Student is required to:

- i. Abide by the Liberty Way at all times during the internship or practicum;
- ii. Adhere to the policies, rules, and regulations and dress code of the Organization;
- iii. Maintain the confidentiality of the Organization; and
- iv. Complete all tasks and assignments to the satisfaction of the Site Supervisor.

b. **Academic Requirements.** In order to receive academic credit for the internship or practicum, the Student shall satisfactorily complete the academic assignments, academic tasks, and other academic projects associated with the internship or practicum as established by the Faculty Advisor. The Student is also required to keep an accurate log of the hours worked during the internship or practicum. The hours required to complete the internship or practicum must be started and finished during the semester for which academic credit is sought. In order to receive academic credit, the Student must satisfy all requirements of the

internship or practicum as delineated in this Agreement, including turning in a record of the hours worked, to the Faculty Advisor no later than _____. Should the Faculty Advisor require the Student to submit a journal or other document describing the Student's experience during the internship or practicum, the Student must turn it in by this date, as well.

c. Transportation. Student shall provide his/her own transportation to and from the internship or practicum location.

d. Early Termination. In the event Student wishes to terminate the internship or practicum, the Student shall provide the Faculty Advisor and Site Supervisor with five-days' notice of desire to terminate. In the event of such termination, Student will not earn academic credit and will not be entitled to a refund of any money paid to Liberty related to the internship or practicum, including any tuition or internship application fees.

In the event the internship or practicum is terminated by the Organization for unsatisfactory work or by Liberty for student misconduct, the Student will not earn academic credit and will not be entitled to a refund of any money paid to Liberty related to the internship or practicum, including any tuition or internship application fees.

In the event the internship or practicum is terminated by the Organization for convenience, the Student may complete the required hours with another Organization approved by Liberty.

II. Miscellaneous Provisions

A. Internship/Practicum Term. The internship or practicum will start and end on the dates designated in the Addendum.

B. Employment Status of the Student. The Student will not be an employee of the Organization or Liberty. Accordingly, the Student will not be covered under the Organization's or Liberty's Worker's Compensation, social security, or unemployment compensation programs. The Student will be in a learning situation and the primary purpose of the placement is for the Students' learning. The Student shall not at any time replace or substitute for any Organization paid employee. Nor shall Student perform any of the duties normally performed by a paid employee of the Organization except such duties as are a part of their training and are performed by the Student under the direct supervision of an Organization employee. This paragraph does not apply if the Student is a paid by the Organization during the course of the internship or practicum, in which case Student will not be an employee of Liberty and will not be covered under Liberty's Worker's Compensation, social security, or unemployment compensation programs.

C. Confidentiality. The parties may, throughout the course of the internship or practicum, be provided information not known to the public relating to the Organization's business. Student shall take reasonable measures to protect the confidentiality of such information.

Effectiveness of Agreement. This Agreement will only become effective upon Liberty's acceptance of Student's application for the program. Student's application will be deemed accepted when the Faculty Advisor signs this Agreement.

D. Indemnity. The undersigned Student (or parent(s) and/or legal guardian(s) in the case of a minor Student), jointly and severally, hereby agrees to indemnify, defend, and hold harmless, Liberty University and all of its subsidiaries and other related entities, and its and their respective officers, trustees, employees, and insurers (hereinafter jointly referred to as the "Indemnitees") from any and all actual or alleged claims or causes of action by third parties for any losses, damages, property damage, property loss or theft, costs, expenses (including attorney's fees and opinion witness fees), complaints, personal injury, death or other loss arising from or relating to the Student's participation in the program, including without limitation, the Student's travel to, from and during the internship or practicum.

E. Agreements Not Limited by Actions of Liberty University. The obligations of Student (or parent(s) and/or legal guardian(s) in the case of a minor Student) as set forth in the preceding paragraph shall not be limited or reduced in any way by any losses, damages, property damage, property loss or theft, costs, complaints, personal injury, death or other loss, including those resulting from the Student's illness, injury, and/or death, that arise or result, in whole or in part, from the negligence of, or breach of any express or implied warranty or duty of, Liberty University, or any of its subsidiaries and other related entities, or its or their respective officers, trustees, employees, and insurers.

F. Entire Agreement; Modifications; Severability. This document represents the entire agreement between the parties. This Agreement may only be modified in a writing signed by both parties. If any portion of this Agreement is found to be invalid, unenforceable, waived or otherwise deficient, it will be severable from the remaining provisions and all other provisions will remain in full force and effect.

G. Governing Law. This Agreement will be governed by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions.

By signing below, the persons signing agree to be bound by the terms and conditions as expressed in this Agreement.

Student Intern: I have read this Agreement carefully before signing it.

Student Signature

Date

Parent/Legal Guardian (if student is under 18): I am the parent or legal guardian of the Student and have read this Agreement in its entirety and agree to be legally responsible for the obligations and acts of the Student and bound by the terms of this Agreement.

Parent/Legal Guardian Signature (if student is under 18)

Date

Faculty Advisor: I have read this Agreement and approve of the duties and objectives described herein and agree that the duties and objectives are sufficient to fulfill the requirements for academic credit.

Faculty Advisor Signature
On behalf of Liberty University, Inc.

Date

International Office: I have read this Agreement and approve of the duties and objectives described herein and agree that the duties and objectives are sufficient to fulfill the requirements for academic credit and match the International Student's major. (for International Students Only)

International Office Signature
On behalf of Liberty University, Inc.

Date

Site Supervisor Agreement

The Site Supervisor is an integral part of the program and is crucial to the student's experience. The Site Supervisor is the Student's most important contact during the duration of the internship or practicum. Therefore, there are certain duties required of the Site Supervisor to ensure the internship or practicum is beneficial both to the Student and the Organization. The Site Supervisor will:

1. Consult with the Student and Faculty Advisor in planning internship or practicum opportunities that will satisfy the internship or practicum requirements and objectives;
2. Brief the Student on the Organization's rules, regulations, policies, and procedures;
3. Make available any equipment, systems, and other supplies to enable the Student to perform any tasks assigned as well as provide training on the proper use of such equipment, systems, and supplies;
4. Supervise the Student, or delegate other employees to supervise the Student, at all times during the course of the internship or practicum.
5. Verify in writing all hours and dates worked by the Student with a signature on a document for the Student to provide to the Faculty Advisor (i.e., the log sheet the Student is required to maintain throughout the course of the program);
6. Provide guidance and feedback to the Student throughout the internship or practicum;
7. Protect the confidentiality of any Student information or academic records obtained during the course of the internship or practicum;
8. In the event of termination by the Organization, provide five days' notice to the Student and Faculty Advisor with reason for termination (unless the reason for termination involves performance deficiencies or conduct that make Student's continued presence at the internship or practicum site or continued work in the program inappropriate under the circumstances);
9. Complete an evaluation of the Student's performance at the midpoint of the semester and forward it to the Faculty Advisor within 10 days of receipt of the evaluation form or at the mid-point of the internship, whichever is later;
10. Complete a final evaluation of the Student's performance and forward it to the Faculty Advisor within 10 days of the Student's last day of work; and
11. Review the content of such evaluations with the Student.

If the Site Supervisor has any questions, comments, or concerns about the Student or the program, he/she should contact the Faculty Advisor.

Site Supervisor: I have read and understand the duties and responsibilities of the Student in the Undergraduate Student Internship/Practicum Agreement and I concur with the Student's duties/assignments and learning objectives. I have read and understand the duties and responsibilities contained in the Site Supervisor Agreement regarding the role of the Organization and Site Supervisor in the program. By signing below, I agree to execute my duties and meet my responsibilities as the Site Supervisor that are set forth above in order to help the Student satisfy the learning objectives and other requirements of the Undergraduate Student Internship/Practicum Program.

Site Supervisor Signature

Date:

Internship/Practicum Agreement Addendum

I. Student Information

Student Name (include maiden name if applicable): _____
Student ID #: _____
Mailing Address:
City: _____ **State:** _____ **Zip:** _____
Phone: _____ **Email:** _____ @LIBERTY.EDU
Major/Program: _____
International Student (check one): YES NO
Has Student been convicted of a felony (check one): YES NO
Class Status (check one): Junior Senior
Graduation Month/Year: _____/_____ (e.g., May/2016)
Internship/Practicum Semester: _____ **Course:** _____
Course Credit Hours: _____
Required Work Hours (See online internship/practicum handbook): _____

II. Organization Information

Organization: _____
** Internships/practicums done with a department/division of Liberty University must include a faculty reference.*
Organization's Mailing Address:
City: _____ **State:** _____ **Zip:** _____
Phone: _____
Website: _____
Site Supervisor: _____ **Title:** _____
Phone: _____ **Email:** _____
Start Date: _____ **End Date:** _____ **Total Agreed Upon WorkHours:** _____
This position is (check one): Unpaid Paid
(If paid, please provide or explain the amount of compensation, gift, stipend, or value of trade): _____

III. Internship/Practicum Description & Learning Objectives

Duties/Assignments (job description):
(Together with the Site Supervisor, identify the student's duties and assignments with the Organization. Attach additional sheet if needed.)

Learning Objectives:
*(Identify **three** objectives that the student should accomplish during the internship or practicum. The objectives should indicate skills/knowledge that are specific, measurable, realistic, and achievable. The purpose is to show what portions of the student's discipline will be incorporated into the internship or practicum.)*
