



CALVIN COLLEGE INTERNSHIP AGREEMENT

This agreement is by and between Calvin College, hereafter called "College," and _____, hereafter called "Agency." Whereas, the College, desires the privilege of providing a professional experience in the Agency, and, whereas, the parties desire to set forth the essential points of their agreement in writing, it is understood and agreed between the parties as follows:

A. The College:

1. Agrees to keep the Agency advised concerning the objectives of the College.
2. Is responsible for posting internship openings for the Agency and will advise students of the expectation that they fulfill obligations to the Agency. At a minimum, this includes completing a specific number of hours per week as stated by the Agency during the period of placement (typically 10 to 12 weeks).
3. Will assign a faculty liaison to each student who is receiving college credit. Part of the faculty liaison's duty may include one on-site visit with the student. Students choosing not to receive credit will not be assigned a faculty liaison.
4. Agrees to indemnify and save harmless the Agency from any and all liability occasioned by actions or omissions of students and/or faculty in the performance of this Agreement.

B. The Agency:

1. Is responsible for selecting a student who fits the Agency's needs.
2. Agrees to provide the student with a work experience that builds the student's skills and knowledge in his or her field of study while giving practical applications to build on and enhance the student's academic coursework.
3. Will provide use of its facilities and resources appropriate to meet the student's learning objectives.
4. Will provide the student with an orientation to its philosophy, policies, and procedures.
5. Agrees to provide an Agency Supervisor for the internship student. The Agency Supervisor is responsible for providing sufficient supervision of the student, including setting goals and evaluating performance.
6. Agrees to indemnify and save harmless the College from any and all liability occasioned by actions or omissions of the Agency.
7. Agrees to provide a safe work environment for the student.
8. Agrees to permit the faculty liaison to conduct at least one on-site visit during the period of placement.
9. Agrees that in selecting a student, Agency will not discriminate on the basis of race, color, national origin, age, religion, disability, gender, marital status, sexual orientation or other characteristics protected by federal, state or local statute or ordinance.
10. Agrees that if a student selected by Agency is paid by Agency for his or her services, Agency will maintain the exclusive responsibility for (a) processing and payment of wages, (b) withholding, reporting and payment of applicable payroll taxes, (c) compliance with workers' compensation coverage requirements, and (d) all other employer liabilities or responsibilities.

C. The Agency, in consultation with the Internship Coordinator, shall have the right to request the termination or withdrawal of any student whose performance may be unsatisfactory to the Agency. The College shall have the right to remove a student from a placement if determined by the College to be in the College's or student's best interest.

D. This Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements, and understandings, whether verbal or in writing, are hereby merged into this Agreement.

E. It is mutually understood and agreed that the relationship between College and Agency is that of independent contractors in performing their duties under this agreement.

In witness whereof, under authority of their governing bodies, the parties hereto have affixed their signatures.

Agency Administrator

Date

Calvin Internship Coordinator

Date

Please return to: Laurie Lemmen, Internship Coordinator, LBL3@calvin.edu, fax: 616.526.6502
or mail to: Calvin College Career Development, 1855 Knollcrest Circle SE, Grand Rapids, MI 49546