



# School of Business INTERNSHIP WORKSITE AGREEMENT

**Instructions:** This agreement should be accomplished and signed along with the Letter of Understanding. To reduce your carbon footprint, please sign this document using a digital signature and return the signed copy to your student-intern electronically.

Date: \_\_\_\_\_

Name of Student Intern: \_\_\_\_\_

Name of Business/Host Site: \_\_\_\_\_

Internship Supervisor Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you have questions about internships in the Southern Oregon University School of Business, please contact:

Daniel Clark, MM  
clarkda@sou.edu

**THIS AGREEMENT** is entered into by Southern Oregon University, a university with a governing board, hereinafter "SOU," and

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Street and mailing address

\_\_\_\_\_  
City, State, Zip Code

hereinafter, "HOST,"

**WHEREAS**, SOU wishes to offer its students opportunities for internships in their fields of study, and  
**WHEREAS**, the HOST wishes to cooperate with SOU by being a host site for student internship opportunities;  
**NOW, THEREFORE**, the parties agree as follows:

1. Participating Students

The number of students to participate shall be mutually determined prior to or at the start of each term, including the selection method(s) to be used.

2. Internship Standards

The specific internship to be provided, the duration, the criteria used to determine successful completion, and the granting of academic credit shall comply with SOU academic standards established for such experiences. Such details of each arrangement shall be documented in writing and made a part of this agreement.

3. Discrimination

Neither party shall engage in discrimination in the treatment of any participant connected with the experiential learning program. Discrimination means any act that unreasonably differentiates selection and treatment, intended or unintended, based upon age, disability, national origin, race, marital status, religion, gender, or sexual orientation.



# School of Business

## INTERNSHIP WORKSITE AGREEMENT

4. Termination of Student Participation for Cause

HOST may request that SOU withdraw from the program any student who, in the HOST's judgment, is not performing satisfactorily, or who refuses to follow Host's administrative and operating policies, procedures, rules, and regulations. Such requests must be in writing and must include a statement of reason(s), which shall not be based on discriminatory treatment.

5. Consideration

- 5.1 The basis of this agreement is that the HOST agrees to provide the experience to the SOU student at no charge to SOU and the student completes the internship for the granting of academic credit. Any additional special arrangements in which SOU agrees to provide supplies, equipment, etc. as part of this agreement shall be documented in writing and made part of this agreement.
- 5.2 The student is not an employee of SOU. Any compensation arrangements made between the HOST and the students are outside of this agreement; any associated scholarship monies must be dispersed by SOU through its Financial Aid Office. Except for special arrangements specifically documented as referenced in above paragraphs, the student is responsible for her/his own transportation, parking, and expenses associated with the internship.

6. Insurance

- 6.1 The Oregon Tort Claims Act (ORS 30.260-30.300) permits SOU to accept responsibility only for the acts of its officers, employees, and members. Since a student does not qualify as any of those persons, SOU is prohibited from providing coverage with State Accident Insurance, liability insurance, or workers' compensation insurance.
- 6.2 HOST agrees it is their responsibility to determine what provisions or actions are necessary or appropriate to fulfill any liability and workers' compensation obligations created by their participation in this agreement.

7. Term

This Agreement becomes effective upon the last date accompanying the signatures to the agreement and remains in effect until terminated by mutual consent of the parties, or by one party upon 30 days prior notice in writing to the other party. The terms of this agreement may be modified, supplemented, or amended only be signed written agreement.

**IN WITNESS WHEREOF**, the parties by signature below of their authorized representatives acknowledge that they have read and understood the agreement and agree to be bound by its terms and conditions.

**HOST ORGANIZATION:**

**SOUTHERN OREGON UNIVERSITY,  
A UNIVERSITY WITH A GOVERNING BOARD**

\_\_\_\_\_  
Printed Name of Supervisor & Title                  Date

\_\_\_\_\_  
Susan Dyssegard    Date  
Executive Assistant, Office of Finance and Administration

\_\_\_\_\_  
Signature of Supervisor                                  Date

\_\_\_\_\_  
School of Business Internship Coordinator                  Date