

## BELMONT UNIVERSITY/INTERNSHIP AGREEMENT

(Non-Paying Internship)

### I. Introduction

- A. Belmont offers an internship program as part of its \_\_\_\_\_ major. The program is designed to give students majoring in \_\_\_\_\_ practical educational experiences in their chosen field of study. Student wants to take advantage of the education experience offered by the program. Sponsor desires to further serve the community and enhance the educational experience of the Student by establishing an internship position for the Student for the \_\_\_\_\_ semester lasting from \_\_\_\_\_ to \_\_\_\_\_ of the \_\_\_\_\_ academic year. This is referred to as the “Internship Period.”
- B. This Agreement sets forth the terms and conditions which relate to this Internship Period.
- C. In consideration of these statements, the opportunities extended by Belmont and the Sponsor to the Student to participate in the internship program and other mutual covenants, and obligations set out in this Agreement, the sufficiency of which is acknowledged by all parties, Belmont, Sponsor and Student agree as follows.

### II. Agreement

- A. Belmont agrees to appoint a liaison to consult with Sponsor concerning the structure of the internship experience and to provide assistance in resolving any problems arising between Sponsor and Student.
- B. Sponsor agrees to:
  - 1. Appoint a person(s) on its staff to serve as liaison with Belmont’s internship program and as supervisor for Student.
  - 2. Provide Student with exposure to a diversity of practical experiences which are representative of the day-to-day functions of the Sponsor’s business. A sample description of the functions in which the Student will be involved is attached to this Agreement.
  - 3. Provide the Student an opportunity to train a minimum of \_\_\_\_\_ hours per week or a total of \_\_\_\_\_ hours.
  - 4. Provide Belmont with periodic evaluations of the Student’s performance.
  - 5. Excuse the Student from any internship duties during all semester breaks scheduled on Belmont’s academic calendar.
  - 6. Assume responsibility for compliance with all applicable federal, state and local laws regarding wages and income tax withholding. Sponsor will satisfy any liabilities created by the failure to maintain the nonemployee status of the Student.
  - 7. Maintain a reasonably safe training environment by observing all applicable workplace safety regulations under the Occupational Safety and Health Act.
  - 8. Comply with the Family Educational Rights and Privacy Act by keeping confidential all records concerning Student’s internship experience.
  - 9. Not hold Belmont responsible for any injury to person, property, or business enterprise arising out of Student’s actions during the Internship Period.
- C. Student agrees to:
  - 1. Use his or her best efforts in performing all tasks assigned by Sponsor.
  - 2. Abide by the Sponsor’s rules and regulations. A copy of these rules and regulations is attached to this Agreement.
  - 3. Conform his or her conduct to Belmont’s Statement of Values found in *the Guide*.

4. Diligently pursue the academic course work for which Student is registered during the Internship Period.
5. On behalf of him/herself, family, heirs and legal representatives, release Belmont and Sponsor, their agents, employees, officers, and trustees, from any liability for damage or loss to his/her person or property which may occur during participation in the internship program, to personally assume all risks associated with his/her participation in the internship program, and to indemnify Belmont and Sponsor against and hold them harmless from, any and all expenses and claims for loss, liability, or damages that arise out of or relate to, the acts or omissions of the Student during his/her participation in the internship program. However, Student shall not be liable to indemnify Sponsor if the conduct giving rise to the claim is the direct and consequent result of and arises out of the supervision and instruction of Sponsor, its employees or agents.
6. Provide Belmont and Sponsor with a written request for reasonable auxiliary aids or services that may be necessary to accommodate a disability the Student may have no later than 30 days prior to the start of the Internship Period.
7. Fully inform him/herself of the contents of this Agreement by reading it before signing it.

D. Belmont, Sponsor and Student agree:

1. That Student is participating in the Internship Program as an educational endeavor and will not be an employee of Sponsor during the Internship Period.
2. That the release and indemnity provisions of this Agreement are intended to be as broad and inclusive as permitted by the laws of the State of Tennessee.
3. That no party will unlawfully discriminate against any individual on the basis of race, color, national origin, sex, age, disability or military service.

E. Notwithstanding any provisions of Belmont's student handbook or university bulletin, the Internship Period and the terms of the Agreement may be terminated by any party upon \_\_\_\_\_ (days, weeks, etc.) written notice.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2008.

BELMONT UNIVERSITY By: \_\_\_\_\_

SPONSOR By: \_\_\_\_\_

STUDENT \_\_\_\_\_

***Supervisor, please fill out the following information completely:***

STUDENT: \_\_\_\_\_  
 BUid: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_  
 FAX: \_\_\_\_\_

