



**College of Arts and Science**  
**– Dean's Office**  
 University Park, IL 60484  
 P: 708.534.4520  
 www.govst.edu/cas

## External Internship Contract

### Student Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 GSU ID number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

### Internship Supervisor Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_:  
 Job Title: \_\_\_\_\_ Work Number: \_\_\_\_\_  
 Work Email: \_\_\_\_\_

### Internship Information:

Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_  
 Name of Organization: \_\_\_\_\_  
 Type of Organization: \_\_\_\_\_ Other: \_\_\_\_\_  
 Intern's Job Position: \_\_\_\_\_  
 Projected hours per week: \_\_\_\_\_ Total Projected hours for internship: \_\_\_\_\_  
 Is this position a paid position? ☐ Yes ☐ No  
 Projected payment/hourly rate (if paid position): \$ \_\_\_\_\_ Payment Hourly  
 Will the Student receive college credit for the internship? ☐ Yes ☐ No  
 If yes, how many hours of credit? \_\_\_\_\_  
 Select Division: ☐ Division of Arts and Letters ☐ Division of Math, Science, and Technology

### Description of Internship:

This section should list a preliminary plan for the internship experience developed jointly by the student and the supervisor. Please attach a separate sheet. The plan should outline the duties/tasks to be performed by the student and should indicate the objectives the internship is designed to meet. The plan should include the following:

1. Environment: Description of where the internship is taking place.
2. Scope of the internship (including an intern's work schedule.)
3. Description of the internship, including the purpose of the internship, tasks, activities, and projects that will be completed by the intern, and how they will be evaluated during the internship.



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The contract must be approved by the Faculty Supervisor before the student enrolls in the internship course. At the end of the internship, the internship supervisor will use the Internship Evaluation Form to evaluate the intern.

Student Signature \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

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SAMPLE



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## **Governors State University, College of Arts and Sciences Internship and External Fieldwork Memorandum of Understanding**

1. **Purpose:** Governors State University ("GSU") provides an opportunity for students to gain valuable job experience through partnerships with area employers. We look forward to collaborating with you in this working/learning endeavor and thank you for supporting the goal of producing educated, career-ready graduates.

2. **Responsibilities:** To help ensure the interests and promote the benefits of an internship/ external fieldwork experience for all parties involved, Governors State University has developed this memorandum of understanding to describe the mutual responsibilities between Governors State University, the employer, \_\_\_\_\_, (hereinafter "Agency"), and \_\_\_\_\_ (the "Student"). The agreement below serves as a general framework for expectations among the parties, and may be supplemented by a more student/ experience specific agreement and/ or addenda as necessary. This agreement will be provided to the Agency prior to the Student reporting to work at the Agency.

- a) Beginning date of the internship: \_\_\_\_\_
- b) Completion date of the internship: \_\_\_\_\_
- c) Will the Student be paid?      Yes      No
- d) If yes, how much? \$ \_\_\_\_\_
- e) Will the Student receive college credit for the internship?      Yes      No
- f) If yes, how many hours of credit? \_\_\_\_\_
- g) Student's weekly work schedule: \_\_\_\_\_
- h) Position: \_\_\_\_\_
- i) Is the position remote or in-person?      Remote      In-person
- j) Location of company work assignment:
- Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

The Agency is under no obligation to offer full-time employment to the Student prior to or after graduation. Likewise, the Student is under no obligation to the Agency after completion of the internship.

**Student Obligations:** As the student intern enters the Agency, he or she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

- Adhering to Agency work hours, policies, procedures, and rules governing professional staff behavior.



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- Adhering to Agency policies governing the observation of confidentiality and the handling of confidential information.
- Assuming personal and professional responsibilities for his or her actions and activities.
- Maintaining professional relationships with Agency employees, customers and so forth.
- Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
- Relating and applying knowledge acquired in the academic setting to the Agency setting.
- Developing a self-awareness in regard to attitudes, values, behavior patterns, and so forth that influence work.
- Preparing for and utilizing conferences and other opportunities of learning afforded in the Agency.
- Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.
- Providing the faculty coordinator with periodic progress reports.

**Governors State University agrees to:**

1. The College shall have the total responsibility for planning and determining the adequacy of the practical learning and educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Agency only those students who have satisfactorily completed the prerequisite portion of the College's curriculum.
2. Provide notices to students. The College shall notify each student prior to his/her arrival at the Agency that he/she is required to:
  - a. Follow the administrative policies, standards, and practices of the Agency
  - b. Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Agency
  - c. Provide his/her own transportation and living arrangements
  - d. Report to the Agency on time and follow all established regulations during the regularly scheduled operating hours of the Agency
  - e. Conform to the standards and practices established by GSU while functioning at the Agency
  - f. Obtain prior written approval of the Agency and GSU before publishing any material relating to the practical learning and clinical educational experience
  - g. Meet the personal, ethical and professional standards required of employees of the Agency and consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.
3. Establish guidelines and standards for the conduct of internships/ external fieldwork experience and share these with the Agency.
4. Designate a liaison to the Agency. The College will appoint a faculty member to serve as a sponsor to the Student with responsibilities to assist in developing goals and objectives, to monitor the progress of the Student, and to evaluate the academic performance of the Student.
5. Maintain communication with the Agency and clarify the policies and procedures regarding internships/ external fieldwork experiences.
6. Require the Student to acquire professional liability insurance as may be reasonably required by the Agency for each participating Student, faculty and staff. Students are not covered by the University's liability policy.
7. Provide evidence of student certifications, vaccinations, etc. as required by the Agency. The Agency may update these requirements upon written notice to GSU. Any student not meeting applicable requirements shall not be eligible to participate at the Agency site.
8. When required by the Agency, a criminal background check and drug screen of the Student will be provided by GSU. It is GSU's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where



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students with such results are forbidden by the Agency's policy.

9. Provide evidence of Accreditation. As required by Agency, GSU represents that it is and, for the term of this Agreement, will be (a) approved by the Illinois Board of Higher Education and (b) accredited by an accrediting body that is recognized by Council for Higher Education Accreditation or the U.S. Department of Education. GSU will provide Agency with copies of all relevant accreditations upon request. In the event accreditation is lost or suspended, GSU shall notify Agency, in writing, within three (3) business days. Agency may, at its sole discretion, suspend or terminate this Agreement if GSU fails to maintain its accreditation.

#### The Agency agrees to:

1. Encourage and support the learning aspect of the Student's internship/ external fieldwork assignment.
2. Designate one employee to serve as a Site Supervisor for the Student. Responsibilities include orientation of the Student to the Agency and its culture, assisting with the Student's goals and objectives, meeting regularly with the Student and monitoring his/her progress.
3. Provide adequate supervision for the Student and assign duties that are career-related, progressive and challenging.
4. Provide safe working facilities and environment.
5. Not displace regular workers with students secured through internship referral.
6. Notify appropriate University staff of any changes in the Student's work status, schedule, or performance.
7. Allow University staff and/or faculty representative(s) to conduct at least one visit to the work site to confer with the Student and his/her supervisor.
8. Advise University staff in a timely manner of any serious deficiency noted in an assigned Student's performance. In such event, the Agency and College will attempt to devise a plan by which the Student may be assisted in achieving the stated objectives of the educational program. The Agency has the right to require the University to withdraw any student whose performance is a detriment to the achievement of Agency objectives. The Agency may immediately remove from the premises any student who poses an immediate threat or danger to personnel or property or for unprofessional behavior.
9. The Agency may require a criminal background investigation before the student can commence the internship. If a criminal background investigation is required, the University faculty member and the Student need to be informed at the earliest opportunity.
10. Provide written evaluations of the Student's performance during the internship/ external fieldwork experience at agreed-upon intervals.
11. Communicate Agency policies and standards regarding interns to appropriate University staff and/or faculty.
12. Assume liability for work-related injuries sustained by the intern, insofar as is required by law in that state.
13. Consult the faculty coordinator in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the Student's learning and performance.
14. Submitting an evaluation on the Student's job performance by \_\_\_\_\_ (date).
15. Submitting a job description for the Student by \_\_\_\_\_ (date).
16. Agency Insurance. Agency shall maintain during this Agreement professional liability insurance in amounts not less than One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate, and general liability insurance in amounts not less than One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate. Further, Agency shall maintain workers compensation insurance in amounts not less than that required by statute. Agency may be self-insured.
17. School tour of Agency. The Agency shall, on reasonable request and subject to legal restrictions, permit a tour of its facilities and as they pertain to practical learning education.



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18. Provision of relevant Agency policies. The Agency shall provide the Student(s) and GSU with the Agency's administrative policies, standards and practices relevant to the practical learning educational experience.
19. FERPA compliance. The Agency shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding GSU's students who train at the Agency pursuant to this agreement.

### **General Terms:**

1. Employment status. No student, GSU employee or agent of GS under this Agreement shall in any way be considered an employee or agent of the Agency nor shall any such Student, School employee or agent be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Agency.
2. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
3. No Third-Party Beneficiaries. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
4. Terms of the Internship Arrangement: An internship arrangement for each student will be one academic semester, summer session, or a period agreed upon by the Agency and Governors State University. In the event that the Agency is dissatisfied with the performance of a student, termination of the internship arrangement can be requested by the Agency, but only after appropriate University personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the University may request termination of the internship arrangement for any student not complying with University guidelines and procedures for the internships, as long as Agency personnel have been notified in advance and satisfactory resolution cannot be obtained.
5. Agency rules applicable to students during clinical assignments. Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of practical learning and clinical educational experience, students will be subject to all rules and regulations of the Agency and imposed by the Agency on its employees and agents with regard to following the administrative policies, standards, and practices of the Agency.
6. Stipulations as to liability. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
7. Non-Discrimination. The parties hereto will act in a manner that consistently reflects the highest standards of professional, ethical, and legal behavior, including but not limited to adherence to the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation or physical or mental disability in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.
8. Agreement binding on parties successors and assigns. This Agreement shall be binding upon GSU and the Agency, their successors, employees, agents and assigns, during the initial term of this





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Agreement and any extensions thereof.

9. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

**Duration of Agreement:**

This memorandum of understanding shall continue in effect from: \_\_\_\_\_ to: \_\_\_\_\_

**Approvals:**

**Agency Representative**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Governors State University Cabinet Representative**

Last Name: Schneller First Name: Beverly

Title: Provost and Vice President of Academic Affairs

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Governors State University Faculty**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Select your Division:

Division of Arts and Letters

Division of Math, Science, and Technology