

**Fitchburg State University  
Internship Program  
CONTRACTUAL AGREEMENT**

Semester: \_\_\_\_\_

Student Name: \_\_\_\_\_ Academic Program: \_\_\_\_\_

Number of Credits to be earned: \_\_\_\_\_

Whereas, \_\_\_\_\_, hereafter referred to as the Internship Site, recognizes the professional responsibility of assisting in the teaching of students interested in \_\_\_\_\_ (field of study) and is interested in providing assistance to the University in its curricula, and, whereas, **Fitchburg State University**, hereafter referred to as the University, is currently conducting an internship program and desires to obtain the assistance of the Internship Site in furthering its educational objectives.

Now, therefore, in consideration of the mutual agreements set forth herein, Fitchburg State University and the Internship Site agree as follows:

**RESPONSIBILITIES OF THE UNIVERSITY:**

1. Use proper administrative channels (agreeable to both parties) to make plans for the educational experience of their students.
2. Acknowledge that students will be expected to comply with current policies and procedures of the Internship Site, and the appropriate department of the agency/department.
3. Provide students who meet the minimum academic requirements (as agreed by both parties) necessary to enter the agency/department experience.
4. Propose the internship start and end dates and total number of hours students will be assigned and the expected learning objectives (as agreed by both parties) by the beginning of each semester.
5. Provide a specific faculty member who will serve as liaison with Internship Site personnel where necessary.
6. Provide and maintain records and reports necessary for conducting the learning experience.
7. Provide educational objectives for the agency/department experience and curriculum content.
8. To withdraw any student or faculty member from the program when such student or staff person is unacceptable or undesirable to the Internship Site for reasons of health, performance of duties, or other reasonable causes.
9. University shall procure and maintain professional liability insurance coverage in the amount of **\$1 million per occurrence and \$3 million in the aggregate** covering all students and faculty who participate in the internship program. Evidence of same shall be provided to Internship Site and filed in the Office of Academic Affairs. University will

notify Internship Site in writing, promptly in the event that such coverage is changed or cancelled.

10. Require students to provide evidence of current physical examinations, including documentation of Rubella immunity, evidence of immunity to chicken pox (Varicella) provided either through a physician's note or proof of titer, a Negative (-) Mantoux Test, and Hepatitis B Immunity, if required by Internship Site.
11. Arrange with the director at the Internship Site for an orientation to by-laws, rules and regulations of the Internship Site, if applicable.

**RESPONSIBILITIES OF THE INTERNSHIP SITE:**

1. Provide orientation of the student to the physical facilities, policies, and procedures of the Internship Site. Internship site must adhere to current state COVID-19 directives as well as CDC guidelines.
2. Provide an experience under the supervision of qualified personnel that meets the stated objectives of the educational program (as agreed to by both parties). In essence, this means that the student will observe and participate in the Internship Site (to the extent allowed by licensing and liability requirements) in accordance with the Field Placement Guide and as outlined herein;

a. Provide a description of Student Responsibilities:

- i. Hours Per Week \_\_\_\_\_;
- ii. Total Hours/Semester \_\_\_\_\_;
- iii. Describe scope of tasks and activities in which the student will be involved over the course of the internship experience:

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- b. If the student is employed within the field placement agency, attach a copy of her/his job description. In addition, indicate whether the following conditions are met:

\_\_\_\_\_ Separate supervisors are assigned to oversee the student's work experience and the student's employment.

\_\_\_\_\_ The job description for the internship includes new responsibilities and does not simply mirror those for paid employment. If the job is sufficiently new, this provision may not apply.

\_\_\_\_\_ Care will be taken by the Internship Supervisor to ensure that the student is not permitted to work more than 40 hours of paid employment per week (i.e., no overtime or double shifts) during the span of the field placement.

3. Expect the student to perform only those tasks commensurate with his/her level of education.
4. Provide a specific person to oversee the internship agency/department educational program and act as liaison between the Internship Site and University.
5. Provide cooperation, when asked, in formal evaluation of students, consonant with educational objectives jointly agreed to by both parties.
6. Provide and maintain the records and reports required by the University for conducting the educational program

**RESPONSIBILITIES OF BOTH PARTIES:**

1. No individual participating in this program shall be discriminated against because of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, gender expression, genetic information, marital status, veteran status or any other characteristic protected by law.
2. The Internship Supervisor and the University's Faculty Supervisor will ensure that student interns do not work more than 40 internship hours per week at the Internship Site.

**INDEMNIFICATION AGREEMENT:**

1. To the extent permitted by law, the University agrees to indemnify and hold harmless Field Placement Site, its respective Trustees, officers, directors, agents and its employees and all professional and administrative staff working for or at Internship Site from any actions, proceedings, claims, liabilities, losses, damages, costs and expenses of any nature including personal injury, death or property damage (including without limitation Field Placement Site's reasonable attorney's fees and costs) arising out of, resulting from or relating to **1)** Internship Site's participation in the program (including but not limited to participation in any evaluation of students); **2)** the acts or omissions of any student, instructor, or person affiliated with the University including its employees, servants, agents or; **3)** breach of any of the terms hereof by the University, except to the extent such claims, liabilities, damages, costs and expenses are determined to be the result of the negligence of the Internship Site, its Trustees, officers, directors, agents and employees.
2. Notwithstanding the foregoing, because the University is a public institution of higher education in the Commonwealth of Massachusetts ("public University"), no Board of Trustees, or agents thereof, of any public University has the authority, statutory or otherwise, to enter into an indemnification or hold harmless agreement on behalf of a public University of the Commonwealth. Further, pursuant to amended Article 62, §1, of the Massachusetts Constitution, and applicable Massachusetts case law, the Commonwealth and public University are prohibited from indemnifying or holding harmless, in any manner, any individual or any private association, or any corporation which is privately owned and managed. Where the party to a contract with the Commonwealth or public University is not an individual private association, or a corporation which is privately owned and managed, the Commonwealth or public University can indemnify or hold harmless such party only upon a two-thirds vote of each House of the Massachusetts Legislature.
3. In the event of that repeal of amended Article 62, §1, AND the enactment of statutory authority authorizing a Board of Trustees, or agents thereof, of a public University of this Commonwealth, to enter into an indemnification or hold harmless agreement on behalf of a public University of this Commonwealth, the parties agree to the terms of the preceding paragraph, to the extent that these terms are consistent with such statutory authority.

**RESPONSIBILITIES OF THE STUDENT:**

1. ***Student Health*** - A student who becomes ill or injured while performing the educational experience may: report to the University Health Service for treatment; seek treatment with his or her own physicians; and/or report to the emergency room/outpatient clinic of the Internship Site, if applicable. In all instances, student is ultimately responsible for payment of fees related to illness or injury.
2. ***Salary and Time Commitment*** - The student will spend 37.5 hours at the Internship site for each academic credit earned. A student can earn up to 12 academic credits for an internship. The faculty member and the academic department will decide the number of credits earned based on the scope of the internship. Time credit can be given for work done away from the workplace if agreed to by the faculty of the University and Field Placement Site. The faculty member will direct the student in terms of keeping a journal/log of the hours spent at the site, and the type of activity/work performed.
3. ***Student Goals and Objectives*** - The student requests work experience as defined in the *Learning Contract*
4. ***Evaluation Procedures*** - The faculty member will determine the frequency of meetings with the student during the semester and the student will be responsible for written work as directed by the faculty member.
5. The student will be evaluated by his/her supervisor at the Internship Site and the faculty member will determine and submit the grade for the internship.

***This agreement is for the duration of the student Internship, and may be terminated by either party upon written notice. The duration of the Internship will be from \_\_\_\_\_ to \_\_\_\_\_.***

Student Name (please print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

Internship Location Name (please print): \_\_\_\_\_

Internship Site Supervisor Name: \_\_\_\_\_

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

\_\_\_\_\_

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Please indicate by checking below if this internship position will take place on site; be conducted remotely; or both on site and remotely.

On-site \_\_\_\_\_ Remotely \_\_\_\_\_ Both on-site and remotely \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

Signed: \_\_\_\_\_  
*(Student)*

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

Signed: \_\_\_\_\_  
*(University Faculty Supervisor)*

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

Signed: \_\_\_\_\_  
*(Internship Site Supervisor)*

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

Fitchburg State University  
160 Pearl Street  
Fitchburg, Massachusetts 01420