

Student name Last First		BVU Internship Supervisor Last First		Term 1 2 3 4 5 6			Coop 1 2 3	Year 20__
BVU ID#		BVU Location		STUDENT INTERNSHIP AGREEMENT				

This Internship Agreement is established to provide a basis of understanding between Buena Vista University (BVU), the internship student, and the host organization. This agreement commits neither the host organization nor the student to permanent employment.

A) The Site Supervisor agrees to:

1. Provide a field learning experience that permits the student to meet his/her learning objectives.
2. Provide supervision that emphasizes the student's safety as well as the learning objectives.
3. Clarify to permanent employees the expectations of the student's learning experience.
4. Notify BVU in a timely manner of any serious problems related to the field learning experience, including a need to terminate student's placement.
5. Furnish all necessary training, supplies and equipment.
6. Communicate periodically with BVU representatives regarding student's work performance.
7. Complete a final evaluation on a designated form at the end of the internship.
8. Check this box to accept the student's internship learning objectives.
9. Check this box to authorize BVU to disclose information concerning this internship to media outlets and to make use of said information in connection with BVU marketing materials. (This is optional.)

B) The Student agrees to:

1. Follow the rules and policies of the host organization.
2. Perform assigned tasks in a responsible manner.
3. Demonstrate honesty, punctuality, cooperation, courtesy, and a willingness to learn.
4. Avoid unsafe acts and be alert to unsafe conditions.
5. Notify appropriate host organization personnel or BVU advisor of any significant difficulties experienced at the learning site.
6. Provide records or reports required by either BVU or the host organization.
7. Facilitate obtaining a completed evaluation form from the site supervisor.
8. Complete evaluation and required assignments at end (or throughout, if required) of internship.
9. It is further expressly agreed that BVU shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or to my property arising out of or connected with the internship and with the use of any and all services, or facilities associated with the internship, whether or not sponsored by BVU. I do hereby expressly forever release, discharge and covenant not to sue BVU, its governing board, employees or agents as to any and all acts of active or passive negligence and/or liability that may arise out of injury or harm to me, death, or property damage resulting from my participation in this internship.
10. Check this box to acknowledge the internship learning objectives.
11. Check this box to authorize BVU to disclose information concerning this internship to media outlets and to make use of said information in connection with BVU marketing materials. (This is optional.)

C) The BVU Internship Supervisor agrees to:

1. Work with the student to identify academic learning objectives.
2. Provide related academic assignments coordinated with the field learning experience.
3. Communicate with the site supervisor throughout the internship to evaluate student's performance.
4. Assess the degree to which the student meets stated learning objectives.
5. Schedule an on-site visit, where feasible, during the student's internship.
6. Reserves the right to terminate the internship at any time.
7. Check this box to accept the student's internship learning objectives.

We, the undersigned, agree to the conditions set forth in this Student Internship Agreement.

Site Supervisor Name	Site Supervisor Signature	Date
Student Name	Student Signature	Date
BVU Internship Supervisor Name	BVU Internship Supervisor Signature	Date