

California State University Channel Islands
Student Selected Internship Placement Site Agreement

Important: This AGREEMENT should only be used when a CSU Channel Islands student is selected for an internship placement site. This document is a legal contract between the student, the university, and the placement site. It outlines the responsibilities of each party and the terms of the internship. It is important to read this document carefully and understand all the terms and conditions before signing it. If you have any questions, please contact your advisor or the university's career center.

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procedures; and information detailing where STUDENTS check in and how they log their time.

5. Provide STUDENT with a written description of the STUDENT tasks and responsibilities.
6. Provide appropriate training, equipment, materials and work area for STUDENTS prior to STUDENT performing assigned tasks or working with the INTERNSHIP SITE's clients.
7. Evaluate the STUDENT if requested by the UNIVER

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- B. The INTERNSHIP SITE and the UNIVERSITY agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this AGREEMENT. This paragraph will survive expiration or termination of this AGREEMENT.
- C. Both the UNIVERSITY and INTERNSHIP SITE agree to maintain general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII.
- D. The INTERNSHIP SITE may dismiss a STUDENT if the STUDENT violates its standards, mission or goals. The INTERNSHIP SITE will document its rationale for terminating a STUDENT and provide the UNIVERSITY with a copy of the rationale upon request.
- E. The unpaid STUDENT participating in this internship at the INTERNSHIP SITE is not an officer, employee, agent or volunteer of the UNIVERSITY or the INTERNSHIP SITE.
- F. Nothing contained in this AGREEMENT confers on either party the right to use the other party's name without prior written permission, or constitutes an endorsement of any commercial product or service by the UNIVERSITY.
- G. This AGREEMENT may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations.
- H. Any notices required by this AGREEMENT will be deemed to have been duly given if communicated to the following individuals:

UNIVERSITY:

INTERNSHIP SITE:

Name

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Name@e

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retaliation of all STUDENT employees and third parties in CSU educational programs and activities. CSU Executive Orders 1096 and 1097 are accessible here:

CSU Executive Order 1096 "Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties"

<http://www.calstate.edu/eo/EOr1096rev r623 r15.html>

CSU Executive Order 1097 "Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against STUDENTS and Systemwide Procedure for Addressing Such Complaints by STUDENTS"

<http://www.calstate.edu/eo/EOr1097rev r623 r15.html>

UNIVERSITY shall respond promptly and effectively to all reports of discrimination, harassment, and retaliation, and will take appropriate action to prevent, correct, cease, and when necessary, discipline behavior that violates this policy. Reports of possible discrimination, harassment or retaliation by INTERNSHIP SITE will result in the immediate termination of this AGREEMENT and immediate departure of the STUDENT from the INTERNSHIP SITE premises, regardless of the status of the UNIVERSITY's investigation.

IN WITNESS WHEREOF, this AGREEMENT has been fully executed by the parties as of the date last written below.

For UNIVERSITY

For INTERNSHIP SITE

Title:

Date

Title:

Date

Procurement & Logistics Services
1 University Drive
Camarillo CA 93012