



UNIVERSITY OF
OREGON

College of Design

INTERNSHIP AGREEMENT

Due date assigned each term

This Internship Agreement (“Agreement”) is between the University of Oregon-College of Design and the below named Student and Community Partner (“Community Partner” or “Site”).

STUDENT INFORMATION

Name _____
Street Address _____
City, State, Zip _____
Phone _____
E-mail _____

Degree Program (check all that apply)

Undergraduate (Major)

- Architecture Art Art and Technology Art History
- Interior Architecture Landscape Architecture
- Planning, Public Policy & Management
- Product Design BFA Product Design BA/BS Other _____

Graduate

- Fine Art Art History Architecture Community and Regional Planning
- Historic Preservation Interior Architecture Landscape Architecture
- Nonprofit Management Public Administration Sports Product Design
- Museum Studies Certificate Other _____

SITE INFORMATION (Community Partner)

Site Supervisor _____
Position/Title _____
Organization/Unit _____
Mailing Address _____
City, State, Zip _____
Phone _____
E-mail _____
Website _____

INTERNSHIP DETAILS

From: day _____ month _____ year _____ To: day _____ month _____ year _____

Average hours per week: _____ Proposed Schedule _____

Is this a paid internship? Yes No If yes, pay rate: _____ (indicate if hourly, weekly, monthly, one-time stipend)

Is this internship required for your academic program? Yes No

If you are an international student please attach a copy of your Curricular Practical Training (CPT) form (<https://iss.uoregon.edu/curricular-practical-training-cpt>).

ACADEMIC CREDIT

One credit is earned for every 30 hours of internship worked during the course of a term (e.g. 3 hours per week for a 10-week term). Exception: Graduate students pursuing the Museum Studies Certificate must complete 40 hours of internship per term (e.g. 4 hours per week for a 10-week term). Fall, winter, and spring terms are 10 weeks, summer term is 11 weeks. In some cases, students may need to work a customized schedule to optimize the internship experience. (For example, festival or event on-site experiences may fall outside the typical work-week schedule.)

If you are NOT taking the internship for credit, place N/A (not applicable) after the term you are participating in the internship.

Credit hours per term: Fall _____ Winter _____ Spring _____ Summer _____

For good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as provided above and as follows:

INTERNSHIP DESCRIPTION

See Exhibit A on page 4

STUDENT RESPONSIBILITIES

- ◆ Develop learning goals in collaboration with site supervisor and Course Faculty.
- ◆ Work with site supervisor to complete Exhibit A: Internship Description.
- ◆ Represent the site and College of Design in a professional manner. Students are expected to follow the site's policies and standards of professionalism (e.g., dress, e-mail, cell phone usage).
- ◆ Maintain regular attendance. Notify the site supervisor if an absence is required.
- ◆ Contact Course faculty in a timely manner if any problems related to the internship should arise.
- ◆ Complete all assignments by the due dates listed in the course syllabus specific.

SITE SUPERVISOR RESPONSIBILITIES

- ◆ Work with student to develop tasks and responsibilities and complete the Internship Description, a copy of which is attached to this agreement as Exhibit A: Internship Description.
- ◆ Orient student to the site and its culture, including standards of professionalism.
- ◆ Communicate site policies.
- ◆ Provide training that supports the achievement of the student's learning goals.
- ◆ Ensure that supervision is adequate for student to complete assigned tasks.
- ◆ Provide on-going feedback and complete final student evaluation provided by College of Design Student Services/University of Oregon. *Recommended:* discuss the final evaluation with the student and provide a copy to them.
- ◆ Provide student with opportunities to observe operations of the site, including staff meetings.
- ◆ Provide opportunities for student to network and interact with staff, managers, and volunteers in the professional field. This might include participation in community meetings and events or attendance at conferences and trainings.
- ◆ Provide safe working conditions and the necessary workspace, tools, equipment, and supplies for student to complete the internship. Provide a background check if required.
- ◆ Contact the Course Faculty if attendance or other work performance issues arise.
- ◆ Ensure that no regular employees are displaced by the student.

FACULTY ADVISOR RESPONSIBILITIES

- ◆ Review proposed internship for alignment with major/degree.

COURSE FACULTY RESPONSIBILITIES

- ◆ Assist student as needed in selecting an internship site and developing learning goals.
- ◆ Monitor student's progress through evaluations and mediate problems related to the internship.
- ◆ Evaluate student's completion of course requirements on a pass/no pass basis.

UNIVERSITY CONTACTS

Questions regarding the student and this learning agreement can be directed to:

Course Faculty	Name: _____	Department: _____
	Email: _____	Phone: _____
Faculty Advisor	Name: _____	Department: _____
	Email: _____	Phone: _____

General questions regarding internship and student services resources can be directed to:

UO College of Design Student Services

5249 University of Oregon, Eugene, OR 97403-5249

Email: dsgnss@uoregon.edu, Phone: 541-346-2621, Fax: 541.346.3626 (for fax: please indicate recipient)

UNIVERSITY OF OREGON LIABILITY STATEMENT

The student is not an employee of the University. The Oregon Tort Claims Act (ORS 30.260-300) permits the University to accept responsibility only for the acts of its officers, employees and agents. Since a student participating in an internship does not qualify as any of those persons, the University is prohibited from accepting any liability for the acts, omissions, and conduct of students in an internship and is prohibited from providing coverage with State Accident Insurance or other workers' compensation, liability insurance, or unemployment insurance. The "Community Partner" agrees it is the Community Partner's responsibility to determine what provisions or actions are necessary to fulfill any liability and workers' compensation obligations created by its participation in an internship program. The University makes no representations regarding whether the internship may be considered employment by any state or federal agency or court, and the Community Partner is solely responsible for such determinations.

COMPENSATION

Any compensation arrangements made between the Community Partner and the student are outside of this agreement. Except for any special arrangements specifically documented in writing prior to the beginning of the internship and made part of this agreement, the student is responsible for her/his own transportation, parking and any expenses associated with the internship.

RESPONSIBILITIES

The student, site supervisor, and Internship Coordinator/Faculty Advisor agree to their respective responsibilities outlined on page 2 of this agreement.

EXHIBIT A: INTERNSHIP DESCRIPTION

The Site Supervisor, Student, and Course Faculty (and Faculty Advisor if required by department) acknowledge and support the learning goals, tasks, and responsibilities to be outlined on page 4 of this agreement.

_____ Site Supervisor (signature)	_____ Date	_____ Site Supervisor (print)	_____ Date
_____ Student (signature)	_____ Date	_____ Student (print)	_____ Date
_____ Course Faculty (signature)	_____ Date	_____ Course Faculty (print)	_____ Date
_____ Faculty Advisor (if required by dept.) (signature)	_____ Date	_____ Faculty Advisor (print)	_____ Date

Name: _____

Site: _____

Term: _____

Exhibit A

INTERNSHIP DESCRIPTION

This section should include:

Note to student: If your internship period covers more than one term (as outlined on page 1), you are only required to update and resubmit Exhibit A: Internship Description (page 4) after the initial term of your internship.

1. Internship description: a description of the roles and duties expected on-site. 100 – 200 words

2. Learning Goals:

Describe **three to five** learning goals using the format below. Learning goals should include the new knowledge you expect to acquire, the skills you want to learn or enhance, and the areas of competence or abilities you seek to develop or improve. Each learning goal must be supported by **at least two** tasks and responsibilities statements. Tasks and responsibilities may include research, writing, analysis, client contact, presentations, and reports.

Learning Goal #1: _____

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #2: _____

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #3: _____

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #4: _____

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #5: _____

To be met through the following tasks and responsibilities:

- A.
- B.
- C.