



## Mansfield University of Pennsylvania Internship Affiliation Agreement

Dear Sir/Madam,

The legal counsel of the Pennsylvania State System of Higher Education (PASSHE) requires that Mansfield University establish formal Affiliation Agreements with sites that accept our students in credit-bearing internship assignments. These agreements are intended to protect both the University and the internship site by defining each party's rights and responsibilities. This document, when signed, will cover all Mansfield University internship placements with your organization for a five-year period.

Below you will find a copy of the Affiliation Agreement for review. We ask that this agreement be signed by an individual in your organization with the authority to legally execute the agreement.

Please fill out completely, print, sign and mail **two original, signed copies** to:

Office of the Deans  
510 North Hall  
5 Swan Street  
Mansfield University  
Mansfield, PA 16933

After all signatures are obtained, one original will be returned to you and the agreement will be viewed as implemented.

If you have any questions regarding anything contained in this letter or within the agreement itself, please phone the Mansfield University Deans' Office at 570-662-4877. Thank you for your willingness to provide internships for our students.

### Organization Contact Information:

Organization Name: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Department: \_\_\_\_\_

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

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

### Areas of Interest (please check all that apply):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Art History  | <input type="checkbox"/> English/Professional Writing                              | <input type="checkbox"/> Natural Gas Production & Services |
| <input type="checkbox"/> Biology  | <input type="checkbox"/> Geosciences   | <input type="checkbox"/> Nutrition and Dietetics           |
| <input type="checkbox"/> Business   | <input type="checkbox"/> Graphic Design  | <input type="checkbox"/> Organizational Communication      |
| <input type="checkbox"/> Chemistry  | <input type="checkbox"/> History   | <input type="checkbox"/> Philosophy                        |
| <input type="checkbox"/> Community Health   | <input type="checkbox"/> Human Resources   | <input type="checkbox"/> Political Science                 |
| <input type="checkbox"/> Computer Science   | <input type="checkbox"/> Liberal Studies   | <input type="checkbox"/> Psychology                        |
| <input type="checkbox"/> Criminal Justice   | <input type="checkbox"/> Mass Communication (electronic media or public relations) | <input type="checkbox"/> Safety Management                 |
| <input type="checkbox"/> Education (early childhood/elementary, music, secondary, or special) | <input type="checkbox"/> Mathematics   | <input type="checkbox"/> Social Work                       |
|   | <input type="checkbox"/> Music   | <input type="checkbox"/> Other _____                       |

## **Internship Agreement**

This agreement establishes the relationship between Mansfield University of Pennsylvania (referred to as the "University"), an educational institution in the State System of Higher Education, Commonwealth of Pennsylvania and \_\_\_\_\_ (referred to as the "Organization").

The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

### **I. Duties and Responsibilities of the University**

1. The University will be responsible for internships that are conducted during a regular academic semester(s) or scheduled summer term(s). The University and the organization agree to schedule the internship hours to mutually benefit all parties involved and to conform to the scheduling formula of 40 hours of site contact to equal one credit.
2. The University shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
3. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The University will assign a faculty member to monitor and evaluate the student's performance during the internship. The University will assume all costs associated with faculty supervision of the intern.
5. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The University agrees to advise students of any known policies, procedures, and requirements of the internship as specified by the Organization.
7. The University, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at meetings/seminars or activities that may take the intern away from the assignment.
8. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program, as long as the Organization has been notified in advance.
9. The Organization understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, et seq.

## **II. Duties and Responsibilities of the Organization**

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of all selection criteria and any requirements of the selection process including but not limited to background investigations, drug testing, health screenings etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises. The total scheduled hours will comply with standards established by the University for the award of credit hours: 40 hours of site contact equals one credit. The minimum internship is 120 hours for a semester or summer term.
5. The Organization, at the beginning of the internship, determines the amount of compensation, if any, received by the intern. The Organization will inform the University if interns will receive an hourly wage, stipend or will serve in a non-paid capacity.
6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the University on a student's internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization.
8. The Organization agrees to make every possible accommodation to the University's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend university required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the University has been notified in advance and a satisfactory resolution cannot be obtained.

## **III. Mutual Terms and Conditions**

1. This Agreement will last for 5 years from the date of the final signature below. Either the University or the Organization may terminate this agreement with 90 days notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their internship. In the event of a substantial breach, either party may terminate this agreement.
2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.

MU students are protected by the Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990. The Organization agrees to

cooperate with MU in its investigation of claims of discrimination. Any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment shall be reported to [TitleIX@mansfield.edu](mailto:TitleIX@mansfield.edu).

3. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
4. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
5. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.
6. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

**The authorized representatives of the parties have executed this Agreement as of the date indicated below.**

Mansfield University of Pennsylvania

Organization \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Title (Dean)

\_\_\_\_\_  
Print Name/Title

Date Signed \_\_\_\_\_

Date Signed \_\_\_\_\_

EFFECTIVE DATE OF AGREEMENT: (date of last signature) \_\_\_\_\_