

Internship/Service Learning Agreement

Virtual Internship Spring 2021

This Agreement entered into this **XX th day of XXXX, 2021** between the Trustees of the California State University on behalf of California State University, Northridge, referred to as "UNIVERSITY" and **XXXXX** referred to as "COMMUNITY PARTNER (CP)." In addition to these terms and conditions the Community Partner Profile, Exhibit A, consisting of one (1) page is incorporated by reference and made a part of this agreement.

I. Statement of Purpose

A. The University's mission and values strongly endorse partnerships with the community that advances the quality of life and the educational, intellectual, artistic, civic, cultural and economic aspirations for all those living or working in our neighboring communities. In conjunction with this mission, the University's curriculum encourages placement of students in internships with CPs to enhance students' learning experience. Placement of students may be paid or unpaid internships.

B. The mission of the University's Center for Community Service-Learning is to inspire, encourage and support students and faculty in their pursuit of academic excellence through involvement in pedagogies that combine explicit academic learning objectives, preparation and reflection with meaningful service activities in the community.

C. The UNIVERSITY AND THE CP recognize the opportunity for positive learning experiences and mutual benefit for each and for students referred to as STUDENT(S).

II. Priorities

A. Program Activities. Activities will be accomplished in accordance with this agreement, and any associated exhibits together with the Student's Learning Plan, which has been reviewed and agreed upon by the STUDENT, UNIVERSITY and CP. All participating STUDENT(S) from the same academic class may submit a single, identical learning plan to the CP.

1. The STUDENT(S) will:

- a. Participate in all relevant trainings required by the CP and/or the faculty mentor as well as training outlined in Section III-A-2, of this document.
- b. Model appropriate, professional behavior when working with clients and when on CP's site(s).
- c. Comply with the CP's service goals and complete the UNIVERSITY'S learning objectives set by the faculty member teaching the course.
- d. Perform any additional service or academic duties specific to the scope of work as identified in the Student's Learning Plan.

B. Safe and Productive Environment - Reference CP's policy(ies) about safe work environment.

1. The CP will:

- a. Give STUDENT(S) a complete tour of the site, and ensure that STUDENT(S) are aware of all emergency procedures and are able to act responsibly in the event of an emergency.
- b. Ensure that STUDENT(S) are aware of the unique nature of the population and/or clients of the CP and has received an orientation and any additional training the CP deems necessary to work with this population.
- c. California law may require the CP to obtain STUDENT(S)' fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation for a criminal background check. It is the CP's responsibility to (1) determine whether such fingerprinting is required; (2) obtain the STUDENT(S)' fingerprints; (3) obtain criminal background clearance from the appropriate agency and (4) maintain the confidentiality of that information in accordance with State Law.

2. The UNIVERSITY will ensure that STUDENT(S) agree(s) to the following:

- a. To abide by the CP's rules and regulations while on site and when working with CP clients.
- b. Ensure that their interactions with clients are safe, positive and productive.
- c. To support the CP's program and its objectives by performing the service activities stated in Section II-A-1 of the Program Activities section of this document.
- d. Any additional service or academic duties specific to the scope of work as identified in the Student's Learning Plan.

III. Structure and Support of STUDENT(S)

A. The CP:

1. Supervision. The Site Supervisor, as identified in the Community Partner Profile, will meet with **STUDENT(S)** in accordance with their service schedule as identified in the Student's Learning Plan. All CP program staff will support STUDENT(S) as they interact with CP personnel and clients, and the site supervisor will provide guidance and advise as necessary and appropriate. A secondary site supervisor, identified in the CP Profile will be responsible for the STUDENT(S) in the absence of the primary supervisor.

2. Coordination. The CP director or his/her designee will meet with the representative faculty member or Service-Learning Representative of the University as appropriate in order to facilitate the most mutually beneficial experience for all parties involved, or at the request of any of the parties involved.

3. Risks. The CP agrees to provide a list of risks inherent to the internship environment in the Community Partner Profile.

4. Training and Orientation. The Site Supervisor or his/her designee will provide specific training needed by STUDENT(S) prior to their working with clients or providing service to the CP. Necessary training can be provided through collaboration between the CP, UNIVERSITY and faculty member.

5. Work Space. STUDENT(S) will have an appropriate space at the CP site in which to conduct their assigned work. The CP will provide access and training for any and all equipment necessary for STUDENT(S) to use in order to fulfill their assigned service roles.

6. Evaluation. The CP site supervisor or designee will complete an evaluation regarding the quality of service that each STUDENT(S) provided to the CP as agreed upon in the Student's Learning Plan.

Date: _____

Title: Executive Director

Date: _____

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