

Slippery Rock University Internship Agreement

This agreement establishes the relationship between Slippery Rock University of Pennsylvania (referred to as the "University"), 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 an internship site offering facilities, resources, and supervision to students enrolled in the University. Both parties agree to the following:

I. How an internship is established between the University and the Organization

1. The University offers academic credit for the internship experience and calculates that forty (40) hours of internship equals one (1) credit within a term of the University (i.e., fall, spring, summer). The University and the Organization agree to schedule the internship hours to mutually benefit all parties involved following the scheduling formula of a minimum of forty (40) hours of site contact to equal one (1) credit within a term. The Organization determines the schedule that the intern will maintain on premises. The typical internship is three (3) credit hours or 120 hours of internship.
2. The Organization selects interns based on the Organization's needs and in accordance with its policies including all selection criteria and any requirements of the selection process, including but not limited to successful background investigations, drug testing, health screenings, etc.
3. The Organization agrees to provide a 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 changes.
4. The Organization 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 if they will serve in a non-paid capacity.
5. The Organization agrees to advise students of any policies, procedures, and requirements of the internship with which the Organization expects the student to comply.

II. How students are evaluated for their experience

1. The University will assign a faculty member to monitor and evaluate the student's performance during the internship and the University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
2. 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 including a grading system and criteria to earn the grade upon completion of the internship.
3. The Organization shall provide all reasonable information needed by the University on a student's internship performance. This assists the faculty member assign a fair grade for performance.
4. From time to time, the supervising faculty member may need to visit the site to observe the performance of the intern. The Organization agrees to make every possible accommodation to the University's request for a faculty site visit during the internship.
5. 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. The Organization agrees to allow the intern to attend University-required internship meetings/seminars during the internship.

III. How the University and Organization resolve issues that might arise

1. 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.
2. Should the Organization become dissatisfied with the internship performance of a student, the Organization may request removal of the student by notifying the intern's supervising faculty member.

IV. Mutual Terms and Conditions

1. This Agreement will last for five (5) years from the date of the final signature below. Either the University or the Organization may terminate this agreement with thirty (30) 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.
3. SRU students are protected by 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. Organization agrees to cooperate with SRU in its investigation of claims of discrimination or harassment.
4. Organization shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator, Karla Fonner at: at: karla.fonner@sru.edu, 724-738-2953, or by using our secure online referral form: https://sru-advocate.symplicity.com/care_report/.
5. Organization shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.
6. The Organization understands that the University, as an Agency of the Commonwealth, 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 Finance and Risk 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.*
7. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this agreement to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
8. 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 agreement. 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 agreement. 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.
9. Notice of termination, and any other notice required or permitted to be given hereunder to either party shall be deemed given if hand delivered or sent by registered or certified mail, return receipt requested, or by overnight mail delivery for which evidence of delivery is obtained by the sender addressed as follows:

UNIVERSITY NOTICES CONTACT	Samantha Kelly
UNIVERSITY ADDRESS	SRU 1 Morrow Way, ATS 333 Slippery Rock, PA 16057
UNIVERSITY EMAIL ADDRESS	samantha.kelly@sru.edu or sruagreements@sru.edu
UNIVERSITY PHONE #:	724-738-2149
PROGRAM CONTACT	
PROGRAM ADDRESS	
PROGRAM EMAIL ADDRESS	
PROGRAM PHONE #	
ORGANIZATION CONTACT	
ORGANIZATION ADDRESS	
ADDRESS OF INTERNSHIP IF DIFFERENT FROM ORGANIZATION	
ORGANIZATION EMAIL ADDRESS	
ORGANIZATION PHONE #	

10. 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.

Organization

Authorized Signature

Print Name & Title

Date Signed

Slippery Rock University of Pennsylvania

Authorized Signature

Print Name & Title

Date Signed

EFFECTIVE DATE OF AGREEMENT:

Revised: March 13, 2025