



## INTERNSHIP LIABILITY AGREEMENT

THIS AGREEMENT is made and entered on (date) \_\_\_\_\_ by (business site) \_\_\_\_\_ and the Circle School District.

WHEREAS, the parties desire to establish and implement the internship/professional learning experience (PLE)/work-based learning experience (WBL); NOW, THEREFORE, it is mutually agreed as follows:

1. Internship site will provide occupational and training experience as described in the Internship Agreement. The school will provide coordination and support for the students involved in the agreement. The school coordinator will meet and confer with the intern supervisor, via email, phone, or in person, during the experience.
2. The business partner/internship supervisor will advise the school coordinator on the skills that the student learner(s) will be expected to have prior to participation in the experience. The internship supervisor/site agrees to instruct the student learners/interns on safety precautions and regulations per the learning activities and assistance they will be engaged in.
3. Student learners/interns will abide by all rules and regulations of the school and the internship site which include conduct and general appearance and basic expectations such as coming to work on time, staying on task, completing work assigned, getting along with fellow workers, staying off of their cell phone.
4. The internship site will provide the learning situation, instructional materials, and equipment necessary to provide a quality experience.
5. In the event of an injury or accident, the internship supervisor will provide immediate emergency care based upon humanitarian consideration and will promptly report the incident to the school, which will immediately contact parents and complete school accident report forms, just as if the incident has occurred on school property. Student interns will be covered by district liability insurance while at the internship site if they are not paid by the internship site as a legal employee.
6. The district/school agrees to indemnify and hold harmless the internship site, its employees, officials, intern supervisor from any and all claims and losses resulting from district/school performance of this agreement. The internship site agrees to indemnify and hold harmless the district/school from any and all claims and losses resulting from the experience/worksite's performance of this agreement.
7. The parties agree to comply with all laws, ordinances, and regulations of governmental bodies applicable to the professional learning experience which includes age restriction to hours worked and task limitations.
8. The parties agree to cooperate in evaluation of the experience and the intern.
9. The internship site and the school/district agree to instruct all students enrolled in the experience with the respect to the confidential nature of all records and information.
10. If an intern and or internship supervisor/site fail to follow this agreement, either party may request an improvement plan. All parties will follow the improvement plan to regain the quality status of the experience.
11. The terms of this agreement are effective from the first date of the internship \_\_\_\_\_, through the last date of this internship \_\_\_\_\_. Additional dates and times may be explored. Either party may cancel this agreement if the agreement is not followed as stated above and will take effect upon receiving written notice at least three days prior to the stated cancelation date.
12. This agreement may be amended by written agreement of the parties.

\_\_\_\_\_  
Intern Signature                      Date

\_\_\_\_\_  
Parent/Legal Guardian Signature      Date

\_\_\_\_\_  
Worksite Supervisor Signature          Date

\_\_\_\_\_  
School Coordinator Signature          Date