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  Michael True, Messiah College
  Kathleen Powell, Grinnell College and Denison College

Summer 2017
Welcome and Introduction

Thank you for supervising a student in our summer internship program. Internships are an important component of Kalamazoo College's distinctive approach to experiential education, and the Center for Career and Professional Development (CCPD) is committed to providing opportunities for learning through significant career development experiences.

This orientation handbook is designed to help you prepare to supervise a Kalamazoo College student who is working as a summer intern in the CCPD Internship Program (CCPD-IP).

Student Learning Outcomes of a Kalamazoo College Education

To understand our richly diverse and increasingly complex world, to be successful within that world, and to provide enlightened leadership to that world, a Kalamazoo College graduate will:

- Know at least one field of inquiry in depth
- Have studied a variety of fields of inquiry
- Be able to engage in various cultural contexts in informed, meaningful, responsible, and respectful ways
- Be able to learn effectively in a variety of settings
- Be able to integrate theory and experiences through reflection
- Respect personal and cultural differences
- Be able to communicate effectively in both written and oral forms
- Be proficient in at least one second language
- Be able to think critically, reason analytically, and solve problems skillfully

Mission of the Center for Career and Professional Development

In support of the Kalamazoo College mission, the Center for Career and Professional Development creates meaningful connections to the world of work, empowering Kalamazoo College students to explore, identify and pursue their diverse interests, values and passions, and to develop a framework of skills, networks and knowledge for successful lifelong career planning and professional development.

Definition of an Internship

An internship is defined by the National Association of Colleges and Employers (NACE) as a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Independent research completed while consulting a professional is not considered an internship by the CCPD.

Internships in the CCPD Internship Program

The CCPD Internship Program offers structure and CCPD staff support to students engaged in summer internships of at least six weeks in duration. The CCPD Internship Program takes place only in the non-enrolled summer months, when students are not in classes or on study abroad.

CCPD-IP internships include a learning contract, regular structured reflection, a final reflective assignment and evaluation, and ongoing staff support. CCPD-IP internships do not include housing. Completed CCPD-IP internships are noted on students’ official academic transcripts.

Students who apply for and accept stipended CCPD-IP internships automatically receive a stipend from the CCPD (except for those paid directly by the site). The CCPD does not offer stipends to interns who are paid by other sources, including employers.

In order for an internship to qualify for the CCPD Internship Program, it must:

- Be enrolled in the program before its June start date
- Extend over a minimum of 6 weeks during the non-enrolled summer months
- Include a minimum total of 192 hours worked
Benefits of Hosting an Intern

There are many ways in which hosting an intern benefits an employer:

- Engagement with highly motivated pre-professionals
- Students’ new perspectives on old problems
- Increased visibility of your organization on campus
- Quality contributions to temporary or seasonal positions and projects
- Proven, cost-effective way to recruit and evaluate potential employees
- Enhanced community image as you contribute your expertise to the educational enterprise

Preparing In Advance for Your Student Intern

There are many great resources on how to prepare to host a student intern. If this is the first time you and/or your organization are hosting a student intern, you can find informational links on how to get started on the CCPD webpage: http://reason.kzoo.edu/ccd/programs/supervisors/.

How Should I Think About a Student Intern?

<table>
<thead>
<tr>
<th>A student intern IS…</th>
<th>A student intern IS NOT…</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student first</td>
<td>A replacement or fill-in for a staff member</td>
</tr>
<tr>
<td>A professional in training</td>
<td>A gopher or clerical support</td>
</tr>
<tr>
<td>Capable of contributing to large tasks,</td>
<td>Solely responsible for copying, filing or</td>
</tr>
<tr>
<td>projects and working in teams</td>
<td>performing other office tasks</td>
</tr>
<tr>
<td>A student gaining the skills needed to</td>
<td>Cheap labor for the company</td>
</tr>
<tr>
<td>succeed in his or her career field</td>
<td></td>
</tr>
<tr>
<td>through practical work experience</td>
<td></td>
</tr>
<tr>
<td>A member of the team who should be</td>
<td>A temporary employee working in a position that</td>
</tr>
<tr>
<td>trained and oriented just like other</td>
<td>would not</td>
</tr>
<tr>
<td>employees</td>
<td>require a college degree</td>
</tr>
</tbody>
</table>

Policies and Practices at Your Workplace

It is important to consider the following aspects of hosting a student intern before your intern arrives at your workplace. While at your worksite, our students are representing not just themselves, but Kalamazoo College and their fellow students, current and future. Whether students do well or not at your worksite may have far-reaching implications for the future.

You’ll want to share information about your employer’s policies and culture before your intern arrives, so that s/he can be prepared to succeed. Student interns are subject to your employer’s employment policies, practices, procedures, dress code, and/or standards of conduct. By providing this information to students prior to beginning their internship, you ensure that they bring the appropriate clothing, tools, and attitudes with them.

Legal Issues for All Workplaces

Before beginning to supervise a Kalamazoo College student intern, please familiarize yourself with current law concerning payment of interns, workers’ and unemployment compensation, and workplace harassment.

A. Paid vs. Unpaid Internships

The U.S. Fair Labor Standards Act (FLSA), which applies to all companies that have at least two employees directly engaged in interstate commerce and annual sales of at least $500,000.00, severely restricts these employers’ ability to use unpaid interns or trainees. It does not limit an employer’s ability to hire paid interns. Unpaid internships in the public sector and for nonprofit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. Many of the organizations which host K student interns are not bound by this section of the FLSA, because of their size or nonprofit status; however, every employer is responsible for compliance as required.
Employers bound by this section of the FLSA don’t have to pay interns who qualify as “trainees,” since the training benefits the intern more than the employer. The U.S. Department of Labor has outlined six criteria for determining trainee status for interns:

1. Interns cannot displace regular employees, and they receive more supervision than regular employees.
2. Interns are not guaranteed a job at the end of the internship (though you may decide to hire them at the conclusion of the experience).
3. Interns are not entitled to wages during the internship.
4. Interns must receive training from your organization, even if it somewhat impedes the work.
5. Interns must get hands-on experience with equipment and processes used across an industry, not only by your organization.
6. Interns’ experience must primarily benefit them, not the organization.

In general, the more an internship is structured around an academic experience as opposed to the employer’s actual operations, the more likely the internship will be viewed as an extension of the individual’s educational experience. The more the internship provides the individual with skills that can be used in multiple employment settings, the more likely the intern would be viewed as receiving training.

This information is for reference only. Regulations change frequently. Please visit the Department of Labor website (http://www.dol.gov/) and/or consult legal counsel for the latest information regarding unpaid internships.

If you have questions about your intern’s compensation, please contact the CCPD.

**B. Liability, Insurance, and Workers’ and Unemployment Compensation**

Before a Kalamazoo College student begins an internship, the College requires that an authorized signatory of the host institution sign a Site Sponsor Agreement (see Appendix) whose stipulations include responsibility for commercial general liability insurance, automobile liability insurance, and workers’ compensation as required by law.

Workers’ compensation boards have found that interns contribute enough to a company to make them employees. Student interns are generally not eligible for unemployment compensation at the end of the internship.

Kalamazoo College’s position is that the institution that is supervising the student intern on-site should be responsible for the student’s actions. If the action results in liability, the host institution should be responsible for the damages associated with the student’s action(s).

The host institution should have a liability insurance policy covering the acts of its employees and supervised student interns, in amounts reasonably satisfactory to the College. Some employers may have policies or legal requirements that preclude agreement to all or part of the Site Sponsor Agreement. In particular, some academic, governmental, and non-profit organizations may need to decline the Agreement’s language about insurance. If necessary, your employer may amend the Site Sponsor Agreement by making and initialing modifications on the face of the Agreement.

Upon request by the College, a copy of the host institution’s certificate of insurance should be obtained and forwarded to the College’s Business Office for review prior to the commencement of the internship.

If you or your employer have questions about liability and insurance coverage, please feel free to call the CCPD director at 269-337-7183.

**C. Workplace Harassment**

Internships conducted through the CCPD Internship Program, no matter where the worksite, are governed by Kalamazoo College’s harassment policy. Supervisors of interns in the CCPD Internship Program are expected to comply with the Kalamazoo College policy on harassment, which is included here:

Kalamazoo College strives to maintain a campus environment free from harassment. Sexual and other discriminatory harassment based on a legally protected class are prohibited by state and federal laws. In addition, the College prohibits harassment based on sexual orientation and other harassment. The mission of the College is predicated upon the open and free exchange of ideas, and we must create a climate where diversity of conviction, opinion, and expression is both valued and protected. Far from promoting discussion and debate, harassment stifles the free exchange of ideas that is fundamental to the educational life and mission of the College. The College expects all students, faculty, and staff to conduct themselves with dignity, courtesy, and respect for all students, faculty, staff, visitors, vendors, and others. Harassment is a violation of the College’s Honor System, and the College will not tolerate
any form of harassment by anyone for any reason, nor will the College tolerate retaliation against anyone who in good faith brings complaints to the attention of the College and/or participates in investigations of such complaints. Conduct in violation of this policy may result in disciplinary action up to and including termination of employment or expulsion from the College.

**Unlawful harassment includes:**

1. **Sexual Harassment**—Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is unlawful sexual harassment when
   
   - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or status in a class, program, or activity;
   
   - Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions (such as hiring, promotion, or grading a course);
   
   - Such conduct has the purpose or could be reasonably judged to have the effect of interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive environment for work or learning.

   **Examples of sexual harassment include:**
   - Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, or grades;
   
   - Direct propositions of a sexual nature;
   
   - A pattern of unwelcome, persistent, and unnecessary sexually explicit statements, questions, jokes, or anecdotes not related to employment duties, course content, research, or other College programs or activities;
   
   - Recurring remarks or gestures of a sexual nature about a person’s clothing, body, sexual activity, sexual preference, or previous sexual experience:
     - Repeatedly using sexually degrading words, gestures, or sounds to describe a person;
     - Repeated invitations, phone calls, and/or electronic messages of a sexual nature from someone though you have clearly indicated that such communications are unwelcome;
     - Unwelcome touching, patting, hugging, or brushing against a person’s body;
     - Physical and/or sexual assault, which is a criminal offense (see Student Sexual Assault Policy).

2. **All other unlawful harassment**

   The same general principles of unwelcomeness, severity or pervasiveness, reasonableness, and hostile working/learning environment that constitute sexual harassment also apply to harassment based on other legally protected status. Federally prohibited discrimination includes harassment based on race, color, religion, gender, age, national origin, veterans’ status, and disability. Michigan state law also prohibits discrimination and harassment based on height and weight. Unlawful harassment includes unwelcome verbal, physical, or other conduct that creates an intimidating, hostile, or offensive working environment based on protected status or protected activities, or incitement to commit such conduct including, but not limited to, derogatory comments, jokes, slurs, epithets, graffiti, or physical acts. Examples of unlawful discriminatory harassment include:
   - Verbal abuse, offensive innuendo, or derogatory words concerning a person’s gender, age, race, color, ethnic or national origin, religion, disability, or other protected status;
   
   - Display of pictures or objects designed to create a hostile learning or working environment based on a person’s protected status;
   
   - Pervasive and offensive but non-sexual comments regarding a particular gender;
   
   - Offensive jokes or pranks targeted at members of a protected group;
   
   - Threats, intimidation or hostile acts relating to a protected characteristic.

3. **Sexual orientation harassment**

   The same general principles of unwelcomeness, severity or pervasiveness, reasonableness, and hostile working/learning environment that constitute sexual harassment also apply to harassment based on sexual orientation, which is defined as a person’s heterosexuality, homosexuality, bisexuality, or gender identity,
actual or presumed. Sexual orientation harassment includes unwelcome verbal, physical, or other conduct that would cause a reasonable person to consider the conduct to create an intimidating, hostile, or offensive working environment based on sexual orientation or incitement to commit such conduct, including, but not limited to, derogatory comments, slurs, epithets, graffiti, or physical acts.

4. Other harassment

The same general principles of unwelcomeness, severity or pervasiveness, reasonableness, and hostile working/learning environment that constitute sexual harassment also apply to any verbal, physical, or other conduct that would cause a reasonable person to consider the conduct to create an intimidating, hostile, or offensive working/learning environment which interferes with work/learning performance. A single act will not constitute abusive conduct under this policy unless the occurrence is especially severe or egregious.

The College does not condone or allow harassment, whether engaged in by students, faculty, or staff; by customers, vendors, or other non-employees who conduct business with the College; or by campus visitors. In response to every complaint, the College will promptly investigate, take appropriate corrective and preventive actions to eliminate the offending conduct, and where appropriate will impose disciplinary action.

Responding to harassment

An individual who encounters sexual or other unlawful harassment should, where possible, make it clear to the harasser that the behavior is unwelcome, offensive, unlawful, and in violation of College policy, and should tell the harasser, clearly and directly, to stop. Whether or not the individual can confront the harasser, any person who thinks s/he has been subjected to or has witnessed harassment within the College community is urged to report it immediately to his or her supervisor, the Dean of Students, the Human Resources Director or to any Harassment Complaint Advisor or member of the Harassment Review Board.

Student interns enrolled in the CCPD Internship Program are provided information in their orientation on how to protect themselves from and respond to workplace harassment. Students and supervisors alike: Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. While individuals are encouraged to take action to stop harassment, the College will investigate and take whatever action the College determines is appropriate where complaints of harassment are brought to its attention.

Misconduct of supervisors/co-workers toward a student

The CCPD encourages students to inform themselves of the worksite’s harassment policy and to follow it, should one exist. Beyond this, the CCPD asks students to report any incident to the College as soon as possible, allowing both the College and the worksite the opportunity to promptly intervene. When a student contacts a College staff member and reports any form of harassment that s/he may be experiencing at the worksite, a member of the College staff will immediately facilitate appropriate interventions with the participating worksite and supervisor. All interactions during the intervention will be documented by College staff and kept on file.

Misconduct of student toward supervisors/co-workers

The CCPD asks worksite supervisors to report any incident as soon as possible allowing the College the opportunity to promptly intervene. When a worksite supervisor contacts a College staff member and reports any form of harassment being experienced at the worksite, a member of the College staff will immediately facilitate appropriate interventions with the student and the participating worksite and worksite supervisor. All interactions during the intervention will be documented by College staff and kept on file.

If an intern is harassed at your organization, and you don’t do anything about it, your organization opens itself to the risk of lawsuits. Take time to advise your interns of appropriate workplace behavior, the organization’s harassment policy and complaint procedures.

When Your Intern Arrives: Getting Off to a Good Start

The beginning days of an internship are often its defining days. When you give student interns their first tasks, you’re signaling what can be expected in the future. A supervisor plays a key role in students’ future employment success and should make every effort to encourage interns to develop characteristics of good judgment, dependability, initiative, and responsibility. If you give your intern nothing or very little to do, it sends a message that this job will be easy—and boring. Kalamazoo College student interns don’t want that, and of course, neither do employers.
The way you organize your internship opportunity will probably be the single most important influence on an intern’s impression of your organization. So how do you “plan for success?”

First things first: Orient your intern to his or her new workplace. This might take the form of a conventional orientation program or merely a walk around the office, depending on the size of your company. After all, even though they may not be permanent employees, they’ll be spending a great deal of time in your workplace. Give interns an overview of your organization; some companies give talks or hand out information about the company’s history, vision, and services. Explain who does what and what the intern’s duties will be. Introduce him or her to co-workers and give them a complete tour of the facility. You’ll want to cover:

- Health and safety practices
- Office dress code
- Orientation to other offices and facilities in your building
- Expectations of daily, weekly time allocation
- Performance standards
- Need for confidentiality in any aspect of the work
- Designation of an alternative supervisor should you be absent

Give your intern the resources s/he needs to do the job. That may sound obvious, but you’d be surprised at how many companies stick their interns out in the hallway or transfer them from desk to desk. That sends a potent message you don’t want to send: Interns aren’t important; we don’t want you here. Give the intern a desk, point out the supply room, and introduce the tech support people. If you intimidate your interns into silence, you could miss out on valuable contributions to your projects—or warnings about impending problems.

Keep an eye on the intern. This doesn’t mean you must watch their every move, but do make sure you know what’s happening with their daily tasks. Watch for signs that the intern is confused or bored. As often as silence means that an intern is busy, it also could mean that s/he is confused and shy about telling you so. It’s easy to be shy in a workplace full of older strangers who all know each other. See whether the intern is trying to do anything that requires someone else’s input. Make sure that work is taking precedence over web browsing. Paying attention early helps you head off problems and bad habits early on.

Along those same lines, it’s important to give your intern lots of feedback! Especially if your intern has never done this kind of work before, s/he will want to know if work is measuring up to your expectations. No matter what the level of experience, s/he needs you, as a more experienced worker, to confirm that work is officially “okay.” Periodically, examine what your intern has produced and make suggestions.

**Steps to Successful Supervision**

1. Since the first two weeks are the most critical for supervision, spend time each workday answering questions and introducing the intern to the office and to his/her work.
2. After the second or third week of the experience, discuss with the student the projects that have been outlined for him/her.
3. After a few weeks of working, both you and the student will have a better idea of whether the projects are feasible, match the skills and abilities of the student, and encompass enough work.
4. Take the time at that point to redesign or make any necessary changes to make this experience meaningful for the student and for your organization/agency.
5. Give the student an opportunity to attend staff, committee, public, or legislative meetings. Explain to him/her how you make decisions—what the alternatives are and how you arrive at conclusions.
6. Throughout the experience, meet regularly with the student to evaluate his/her work, to discuss any new questions, and to look at how the experience might be improved.
7. Encourage and support the learning aspect of the student.
8. Provide adequate supervision and assign duties that are career-related, progressive, and challenging.
9. Make available equipment, supplies, and space necessary for the student to perform his/her duties.
10. Provide safe working facilities. Assume liability for work-related injuries sustained by the student, insofar as the worksite may determine the same to be required by law in that state.
Communication with the CCPD

From the time you decide to supervise a K student through the completion of evaluations of the student and our program, communication is key. The CCPD commits to sharing information and updates in a clear and timely manner, and we ask the same of you.

Please be sure to communicate your organization’s policies and standards to the student intern and to the CCPD.

Students are required to keep both the CCPD and you apprised, at all times, of their current email address, physical address, and telephone number. Any changes in the internship status (work status, including layoff, cutback in hours, or dismissal; or performance of the student) must be reported immediately to the CCPD at 269-337-7183.

The CCPD is always eager to hear from site sponsors and intern supervisors. If time permits, we often schedule phone calls with supervisors, just to check in and make sure your student intern is thriving. Occasionally, CCPD staff members conduct site visits—if you would like us to visit your workplace, please let us know.

Questions, problems, or suggestions should be directed to the CCPD at 269-337-7183. We look forward to working with you to create a productive, supportive learning environment for your summer intern.
Appendix 1

SITESPONSORAGREEMENT

Kalamazoo College ("College") ________________________________________________________________________

1200 Academy _____________________________________________________________________________________

Kalamazoo, MI 49006 __________________________________________________________________________________

Attn.: Joan Hawxhurst, CCPD Director ____________________________________________________________________

Email: joan.hawxhurst@kzoo.edu _______________________________________________________________________

The College and the Site Sponsor agree:

I. Acknowledged Facts. The parties acknowledge the following:

The College's Center for Career and Professional Development ("CCPD") has created the Kalamazoo College CCPD Internship Program. It provides an educational strategy whereby students complement their academic preparation with direct practical experience through an internship. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. The Site Sponsor's participation exhibits its interest and commitment to this educational strategy and to the growth and development of students as future professionals. The College looks forward to collaborating with the Site Sponsor in this work/learning endeavor.

II. Responsibilities.

A. Responsibilities of the College.

1. Encourage the student intern’s productive contribution to the overall mission of the Site Sponsor;
2. Certify the student intern’s academic eligibility to participate in an internship assignment;
3. Establish guidelines and standards for the conduct of its internship program and to make these guidelines and standards available to the Site Sponsor;
4. Designate the CCPD staff as advisors to the student intern with responsibilities to assist in setting learning objectives, to confer with Site Sponsor personnel, and to monitor the progress of the internship assignment;
5. Maintain communication with the Site Sponsor regarding CCPD policies and procedures;
6. Maintain the confidentiality of any information designated by the Site Sponsor as confidential;
7. Cooperate with the Site Sponsor to enforce procedures mutually agreed in writing between the CCPD and the Site Sponsor.

B. Responsibilities of the Site Sponsor.

1. Encourage and support the learning aspect of the student’s internship assignment;
2. Designate an employee to serve as student intern supervisor with responsibilities to help orient the student intern to the site and its culture, to assist in the development of learning objectives, to confer regularly with the student and occasionally with his/her CCPD staff representative, and to monitor progress of the student;
3. Provide adequate supervision for the student intern and assign duties that are career-related, progressive and challenging;
4. Make available equipment, supplies, and space necessary for the student intern to perform assigned duties;
5. Provide a safe working environment;
6. Not displace regular workers with students secured through internship referral;
7. Not offer any guarantee of employment after the conclusion of the internship.
8. Notify CCPD personnel of any changes in the student intern’s work status, schedule, or performance;
9. If requested, allow a CCPD representative to visit the work site to confer with the student intern and his/her supervisor;
10. Communicate the Site Sponsor policies and standards to CCPD personnel;
11. Have in place and enforce a policy that prohibits the same kinds of discrimination that the College prohibits;
12. Comply with all laws, including, for example, those relating to employment, health, and workplace safety.

III. **Term of Internships.**

An internship arrangement for each student will last for a period agreed upon by the Site Sponsor and the student intern in accordance with the requirements of the CCPD Internship Program, and reported in advance to the CCPD. The term may be ended early by either the Site Sponsor or the College, after reasonable efforts have been made by the terminating party to discuss and resolve the situation.

IV. **Duration of Agreement.**

This agreement is effective upon signing and shall continue in effect through September 8, 2017. If on that date a student internship is still in place, this agreement continues in effect until that internship ends.

V. **Representatives.**

Any questions regarding the internship program, its procedures, or this agreement should be referred to the representatives of each party listed at the top of the first page.

VI. **Insurance.**

A. **College’s Insurance.** The College will maintain commercial general liability insurance with minimum limits of $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury and property damage.

B. **Site Sponsor’s Insurance.** The Site Sponsor will maintain during the internship term the following insurance coverages:
   1. Commercial general liability insurance with minimum limits of $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury and property damage.
   2. Worker compensation insurance with statutory limits and employer liability coverage as required by law.
   3. Automobile liability insurance covering all owned, non-owned and hired vehicles with at least a $1,000,000 per accident limit for bodily injury and property damage.

C. **Site Sponsor’s Liability Insurance Requirements.** The Site Sponsor’s liability insurance must:
   1. name the College as an additional insured;
   2. include contractual liability coverage sufficient to cover Site Sponsor’s duty to indemnify the College;
   3. be carried on an occurrence basis.

D. **Site Sponsor’s Other Insurance Requirements.** The Site Sponsor is responsible for all deductibles applicable to its required insurance. All of its insurance must be primary, so that any landlord insurance is excess, secondary and non-contributing, and be written by carriers legally authorized to write insurance in that location and having at least an A rating in the most recently published version of *A.M. Best Company Insurance Ratings*.

E. **Insurance Waivers of Subrogation.** Each insurance policy required or permitted under this agreement must waive all of insurer’s subrogation rights with respect to losses payable under the policy.

F. **Delivery of Certificates.** Within 5 days after this agreement is signed, the Site Sponsor and the College must deliver to each other certificates of insurance showing that their respective insurance is effective. Each of them must also deliver renewal certificates at least 30 days before each policy’s expiration date.

G. **Waiver of Insured Claims.** The Site Sponsor and the College waive claims against each other to the extent that insurance proceeds are actually received by the insured party.

VII. **Release.**

The Site Sponsor releases the College from all liability in connection with the student’s conduct in connection with the internship. The Site Sponsor makes this release knowing that a) the student interns are not officers, employees, or agents of the College; and b) the College makes no representation as to student behavior.
VIII. **General Provisions.**

A. **Indemnification.** The Site Sponsor must defend and indemnify the College against claims arising out of the Site Sponsor’s conduct, which includes, for example, the Site Sponsor’s supervision of student interns, negligence of the Site Sponsor personnel, and the Site Sponsor’s breach of this agreement. Indemnification includes payment of expenses (including reasonable attorney fees), judgments, settlements, internal staff time, and loss of property value. The College will promptly give notice of an indemnity claim to the Site Sponsor. But delay or failure to notify does not adversely affect the College’s indemnity rights except to the extent that the delay prejudices the Site Sponsor.

B. **Assignments.** Without the prior written consent of the College, the Site Sponsor may not assign any of its rights or delegate any of its duties under this agreement.

C. **Entire Agreement and Amendment.** This agreement contains the entire agreement between the College and the Site Sponsor with respect to internships and supersedes all previous representations, discussions, and understandings. This agreement may be amended only in writing signed by the College and the Site Sponsor.

D. **Anti-Reliance.** The Site Sponsor represents that (a) it has had full opportunity to consult with legal and other advisors as it determines advisable or necessary in connection with its decision to knowingly sign this agreement, and (b) it has not relied on any representation or other statements, other than those in this agreement made by the College or any one acting on its behalf. The parties rely solely on this agreement to govern their relationship. Reliance on any other representation or activity outside this agreement is unreasonable and establishes no rights or duties.

E. **Notices.**
   1. **General Requirements.** Any notice (whether the notice is an approval, demand, permission, or other decision or communication) permitted or required under this agreement must be in writing, have its postage prepaid by the sender, and for mailed or electronic mail delivery, must be addressed to the recipient at the address shown on the first page or more recently given by the recipient to the sender.
   2. **Deemed Delivery.** Notice is deemed given upon the earliest of:
      a. actual receipt;
      b. hand delivery in person;
      c. two business days after being deposited in the United States first-class mail;
      d. one business day after being mailed by a nationally recognized private overnight mail or courier service such as FedEx or UPS for next business day delivery; or
      e. the same business day the notice is sent by electronic mail if sent before 5:00 p.m. local time in the recipient's time zone (otherwise electronic mail notice is deemed given on the next business day).

F. **Litigation and Governing Law.** Litigation relating to this agreement may be maintained only in Kalamazoo County, Michigan, or in the federal court for the Western District of Michigan.

G. **Severability.** The unenforceability of any term does not affect any other term.

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<table>
<thead>
<tr>
<th>Kalamazoo College</th>
<th>Site Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>By: ______________</td>
<td>By: ____________</td>
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<tr>
<td>Signature</td>
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<td>Date: ____________</td>
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</tbody>
</table>
The College and the Student agree:

1. **Acknowledged Facts.** The Student is a student of the College and has applied to participate in an internship ("Internship") through the Center for Career and Professional Development ("CCPD") Internship Program ("Program") at the location of one or more sponsoring organizations (each a "Site Sponsor"). The College is willing to allow the Student to participate in the Program on the following terms.

2. **Student Representations.** The Student represents to the College that the Student understands each of the following:
   
   A. The College does not control the way in which the Internship work experience and the Internship site are structured or operate.
   
   B. The College makes no other assurances, expressed or implied, about any travel or living arrangements the Student may make in connection with the Internship.
   
   C. The Internship carries with it potential hazards that are beyond the control of the College, and the Student assumes the sole responsibility for those hazards. Those may include, for example,
      
      1. coming into contact with individuals with serious illnesses including those with communicable diseases, mental diseases and disorders;
      2. contracting a serious disease or illness;
      3. having a dangerous or traumatic encounter; and
      4. being subjected to sexual harassment and an unsafe workplace.
   
   D. Participation in the Program involves risks not found in activities at the College and that these risks include, for example, traveling to and within and returning from domestic states and cities and one or more foreign countries; domestic and foreign political, legal, social, transportation, health and economic conditions; different standards of design, safety and maintenance of buildings and public places; local medical facilities and providers; and local weather conditions.
   
   E. The Student has fully read and understood every provision of this Agreement, understands its terms and that by signing it the Student is giving up substantial legal rights the Student might otherwise have, and has signed it knowingly and voluntarily.

3. **Student's Health Insurance Obligations.** The Student must pay for and maintain the Student's own accident, medical, and health insurance for the duration of the Student's participation in the Internship. The Student accepts responsibility for obtaining all health information, medical procedures, immunizations, and prophylactic medications appropriate to the Student's participation in the Internship. The Student will adhere to all necessary health and safety precautions. The Student acknowledges that the College does not have an obligation to provide the Student with any insurance coverage.

4. **Vehicle Use and Insurance.** The Student understands that the College does not provide vehicles for the Student use and that the College has no liability for personal injury or property damage that may result from the Student's use of the Student's personal vehicle. The Student will rely solely upon its own personal vehicle insurance coverage and on insurance, if any, provided by the Internship Site Sponsor.
5. **Employment Matters.** The Student understands that:
   A. The Student will not be entitled to unemployment compensation benefits upon completion of the Internship;
   B. The Internship work experience is not an offer of employment but is instead an educational experience with an established termination date;
   C. The College assumes no liability for personal injury that the Student may suffer in the course of the Internship;
   D. The Student is responsible for ascertaining whether the Site Sponsor provides workers’ compensation or other coverage for the Student;
   E. Neither the Site Sponsor nor the College is required to provide monetary or other compensation for the time the Student spends at the Site Sponsor’s place of business during the Internship;
   F. The Student is responsible for ascertaining whether the Site Sponsor will or will not provide monetary compensation; and
   G. The College requires the Site Sponsor prohibits discrimination on the basis of race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, veteran status, religion, creed, or disability.

6. **Student Conduct.** The Student understands that:
   A. The responsibilities and circumstances of an off-campus internship require a certain standard of professional decorum that may differ from that of the College;
   B. The Student agrees to conform to professional standards of the Site Sponsor;
   C. It is important to the success of the CCPD Internship Program and the continuance of future internships that the Student observe standards of conduct that would not compromise the College in the eyes of the individuals and organizations with which it has dealings; and
   D. The College and the Site Sponsor may set rules of conduct that the Student must follow.

7. **Internship Term and Termination.** The Student understands that the Internship term will be agreed between the Student and the Site Sponsor in accordance with the Program. The College may terminate the Internship because of the Student’s conduct that might bring the CCPD into disrepute or the Program into jeopardy or because of the Student’s failure to comply with the provisions of this Agreement or the College’s Student Handbook, or to guard the integrity of the Program. The College’s decision is final and may result in the Student’s loss of funding and transcript notation for the Internship. Termination will not affect the Student’s obligations in this Agreement. The College shall not be liable for any loss (including financial loss or loss of transcript notation) to the Student by reason of such termination.

8. **Changes to Program and Internship.** The College reserves the right to cancel or change the Program and the Internship in cases of emergency, changed conditions, or in the general interest of the Program. The College may take any actions it considers to be warranted under the circumstances.

9. **Release.** The Student individually, and on behalf of each such undersigned’s heirs, successors, assigns and personal representatives, hereby waives, releases and forever discharges the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including, without limitation, death and illness) to the Student or the Student’s property or both, including but not limited to financial loss, medical bills, charges and related expenses incurred by or on behalf of the student, loss of academic credit, inconvenience, or any other claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys’ fees which arise out of, result from, occur during or are connected in any manner with the Student’s participation in the Internship or any travel incident thereto. This does not release any claims the College may have against the Student.

10. **Indemnity.** The Student must defend and indemnify the College against claims arising out of the Student’s conduct, which includes, for example, the Student’s negligence, supervision of other people, and the Student’s breach of this agreement. Indemnification includes payment of expenses (including reasonable attorney fees), judgments, settlements, internal staff time, and loss of property value. The College will promptly give notice of an indemnity claim to the Student. But delay or failure to notify does not adversely affect the College’s indemnity rights except to the extent that the delay prejudices the Student.
11. **Use of Student’s Name, Etc.** The Student consents to the use of the Student’s name, words, voice and image on paper, electronic media, audio, videotape, or otherwise, and any reproduction thereof by the College. All such materials become the property of the College and may be used in any legal manner the College deems appropriate. This includes the retention of the recorded materials as part of the College’s Upjohn Library collection.

12. **Student Representations and Obligations.**
   
   A. **Representations.** The Student represents and warrants that (1) the Student is either over the age of 18 or has secured below the signature of the Student’s parent or legal guardian; and (2) the Student has disclosed all relevant and pertinent information to the College that could affect the Student’s ability to successfully complete the Program.

   B. **Obligations.** The Student will:
      1. comply with all laws and requirements, rules and policies of the College and of the Site Sponsor; and
      2. promptly notify the College of any activity regarding the Site Sponsor that the Student has reason to believe is dangerous, illegal (including discrimination and sexual harassment), or would reflect adversely on the College.

13. **Notices.**
   
   A. **General Requirements.** Any notice (whether the notice is an approval, demand, permission, or other decision or communication) permitted or required under this agreement must be in writing, have its postage prepaid by the sender, and for mailed or electronic mail delivery, must be addressed to the recipient at the address shown on the first page or more recently given by the recipient to the sender.

   B. **Deemed Delivery.** Notice is deemed given upon the earliest of:
      1. actual receipt;
      2. hand delivery in person;
      3. two business days after being deposited in the United States first-class mail;
      4. one business day after being mailed by a nationally recognized private overnight mail or courier service such as FedEx or UPS for next business day delivery; or
      5. the same business day the notice is sent by electronic mail if sent before 5:00 p.m. local time in the recipient's time zone (otherwise electronic mail notice is deemed given on the next business day).

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   D. Each term is enforceable only to the extent that the law allows.
18. **Emergency Contact.** The Student authorizes the College to contact the following person in an emergency:

Name: _____________________________________________________________

Address: _____________________________________________________________

Phone: _____________________________________________________________

Email: _____________________________________________________________

Dated: _______________________________  Dated: _______________________________

STUDENT  PARENT OR GUARDIAN
(if Student is under 18)

Signature  Signature

Name (Printed)  Name (Printed)