

NORTHLAND COLLEGE

INTERNSHIP/FIELD EXPERIENCE RESPONSIBILITIES AGREEMENT

INTERNSHIP/FIELD EXPERIENCE TERMS AND CONDITIONS:

Northland College does not control the way in which this educational opportunity is structured or operates on a daily basis. In granting credit for this internship/field experience, the College affirms that to the best of its knowledge the experience is an appropriate curricular option for students seeking work-related experience. However, the College makes no other assurances, expressed or implied, about any travel, wages, or living arrangements made by the student and employer, unless these assurances are outlined in a College agreement with an external sponsor.

Northland College does not knowingly approve internship/field experience opportunities which pose undue risk to their participants. However, any program or travel carries with it potential hazards which are beyond the control of the College and its Board of Trustees, officers, agents, and employees.

STUDENT INSURANCE COVERAGE

- I have health, accident, and hospitalization insurance to cover me during my internship/field experience; I further understand that I am responsible for the costs of such insurance and for any expenses not covered by the insurance. Unless the internship/field experience is sponsored by a Northland College agreement with an external sponsor under which I would be classified as a Northland employee, I recognize that Northland College does not have an obligation to provide me with such insurance and the activities of this agreement do not create an employer-employee relationship between Northland College and me in any manner and I will not be entitled to any form of workers' compensation benefits from Northland College.
- I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete the experience and I forever release Northland College from any liability whatsoever for injury to myself or damage to or loss of my possessions.
- Unless the internship/field experience is sponsored by a Northland College agreement with an external sponsor under which I would be classified as a Northland employee, I understand that if I use my personal vehicle for the benefit of the organization with whom I perform my internship/field experience, Northland College has no liability for personal injury or property damage which may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance, which may be provided by my internship/field experience site. In addition, I shall not seek reimbursement for any non-covered expenses or policy deductibles that I may incur as a result of using my personal vehicle for the activities stated herein this agreement.
- I understand that I will not be entitled to unemployment compensation benefits from Northland College upon completion of my internship/field experience.
- Unless the internship/field experience is sponsored by a Northland College agreement with an external sponsor under which I would be classified as a Northland employee, I understand that Northland College assumes no liability for personal injury that I may suffer in the course of my internship/field experience and I agree to be responsible for ascertaining whether my internship/field experience site provides workers compensation coverage for me.

STUDENT PERSONAL CONDUCT

- I indicate my willingness to understand and conform to the professional standards of the internship/field experience site. I further understand that it is important to the success of the present internship/field experience and the continuances of future student opportunities that interns observe standards of conduct that would not compromise Northland College's partnership with individuals and organizations.
- I acknowledge the responsibility of Northland College and the Internship/field experience Partner/Supervisor to set rules and interpret conduct for this purpose. I agree that should Northland College or the Internship/field experience Partner/Supervisor decide that I must be terminated from my experience because of conduct that might bring the program into disrepute or the internship/field experience site into jeopardy, that decision will be final and may result in loss of academic credit.

STUDENT GENERAL RELEASE

- I understand that Northland College reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions or in the general interest of its Internship/field experience Programs at any time.
- It is further expressly agreed that the internship/field experience site and use of any or all of its facilities shall be undertaken by me at my own sole risk and that Northland College shall not be liable for any and all claims, demands, injuries, damages, actions or causes of actions, whatsoever to me or my property arising out of or connected with the experience and with the use of any and all services or facilitates associated with the internship/field experience whether or not it is part of a Northland agreement with an external sponsor. I release and forever discharge Northland College, its agents and servants, successors and assigns, directors, trustees, officers, employees, and other representatives from any and all liability, causes of action, claims, or damages arising out of or related to any loss, damage, or injury sustained by any person (including myself) from any and all present or future claims, demands, or actions in law or in equity that may hereafter be made or brought by me as a result of this experience.
- Northland College is committed to reasonable accommodations for qualified students with disabilities (including mental health and medical conditions). Any student considering an internship/field experience or other experience outside of the traditional classroom who may require accommodations should speak with the Office of Accommodations (OCR) prior to the commencement of the experience. This is to ensure modifications are implemented in a reasonable time frame.

STUDENT RESPONSIBILITIES

Before starting the internship/field experience, I will:

- Meet with the Student Career Advisor to review the experience and ensure it can be properly vetted
- Secure a non-adjunct Faculty Supervisor who teaches in the department I register the internship/field experience credit under.
- Pay any associated out-of-pocket fees for credits (applicable during May and Summer terms, or if the student is not considered full time).
- Complete and submit the virtual Internship or field experience Registration via the Handshake Experiences tool.

During the internship/field experience, I will:

- Maintain full professional engagement and communication while making all attempts to meet the expectations, duties and responsibilities outlined by the work site and internship/field experience supervisor.
- Apply what's been learned throughout my academic coursework to the real-world experiences provided during the internship/field experience.
- Keep track of the hours I have completed on a weekly and monthly basis; complete a minimum of 45 hours per each credit the experience is registered for.
- Request help or clarification when needed from the internship/field experience supervisor, Faculty Supervisor, and/or Student Career Advisor.
- Complete the mid-term evaluation via the Handshake Experiences tool.

At the conclusion of the internship/field experience, I will:

- Verify completed hours with the internship/field experience supervisor and complete any final evaluation requirements expected by that supervisor or the host organization/employer.
- Complete and submit the required evaluation criteria to the Faculty Supervisor.
- Complete the end-of-internship/field experience evaluation via the Handshake Experiences tool.

STUDENT CONFIRMATION	My agreement with the above expectations and responsibilities has been documented through confirmation of this form via the Handshake Experiences tool.
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INTERNSHIP/FIELD EXPERIENCE SUPERVISOR/PARTNER RESPONSIBILITIES

Before starting the internship/field experience, I will:

- Coordinate with the student to verify and provide approval of the Internship or field experience Registration via the Handshake Experiences tool.
- Coordinate with the Student Career Advisor to ensure the experience aligns with internship/field experience expectations and requirements.
- Complete the separate Memorandum of Understanding Agreement (only necessary if providing an unpaid internship/field experience at a for-profit organization.)

During the internship/field experience, I will:

- Encourage and support the learning goals of the student by assigning meaningful and appropriate projects/assignments.
- Designate an employee to serve as onsite supervisor with responsibilities to help orient the student to the site and its culture, and to confer as needed with the student, Faculty Supervisor, and/or student career advisor.
- Notify student of any background check requirements, provide guidance, and ensure compliance.
- Make available equipment, supplies, and space necessary for the student to perform his/her duties.
- Notify College personnel of any changes in the student's work status, schedule, or performance.
- Allow a Northland College representative to visit the work site to confer with the student and their supervisor.
- Ensure the student's participation complements the services or activities of the work site, and is not used in place of professional or staff personnel.
- Maintain general liability, professional liability, and worker's compensation insurance as required by law.
- If applicable, pay the Intern the agreed upon rate of compensation for the term of the internship/field experience.
- Maintain the confidentiality of student records as required by applicable federal, state, and local law ([Family Educational Rights and Privacy Act – FERPA](#)) (If you have any questions regarding the confidentiality of student records please contact the Office of the Registrar at: registrar@northland.edu).
- Comply with applicable federal, state, and local laws regarding non-discrimination ([Title IX](#)).
- Complete the mid-term evaluation via the Handshake Experiences tool to confirm the student is meeting the pre-arranged criteria established via the Internship/field experience Registration form.

At the conclusion of the internship/field experience, I will:

- Meet with the intern for an exit interview (or a similar review) to close out the experience.
- Be available to coordinate with the Faculty Supervisor and Student Career Advisor should it be necessary for communicating the intern's performance or completion of requirements.
- Complete the end-of-internship or field experience evaluation via the Handshake Experiences tool.

INTERNSHIP/FIELD EXPERIENCE SUPERVISOR CONFIRMATION	My agreement with the above expectations and responsibilities has been documented through confirmation of this form via the Handshake Experiences tool.
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FACULTY SUPERVISOR RESPONSIBILITIES

Before starting the internship/field experience, I will:

- Coordinate with the student to verify and provide approval of the Internship/field experience Registration via the Handshake Experiences tool.
- Determine the appropriate course level of the experience (200 vs 400), based on rigor of projects/tasks, evaluation criteria, and class standing.
- Support the student with developing and then approving learning goals that are appropriate and aligned with the department the internship/field experience is registered within.
- Provide evaluation criteria to assess the student's learning at the end of the experience, and plan for check-ins with the student throughout the experience, as needed.

During the internship/field experience, I will:

- Review mid-term evaluation responses from the student and internship/field experience supervisors, and coordinate as needed to continually assess the student's learning.
- Support the student and internship/field experience supervisor as a resource to address any issues related to the student not meeting expectations, or assigned tasks not aligning appropriately with academic learning requirements.
- Follow all requirements in the Northland College Course Catalog for Internship and/or Field Experiences.

At the conclusion of the internship/field experience, I will:

- Assign a Satisfactory or Unsatisfactory grade at the end of the term the experience was registered under, based upon the supervisor's end-of-internship/field experience evaluation, verification that the student completed the required hours necessary, a final debrief with the student, evaluation criteria I established with the student, and any other work the student has agreed to submit.

FACULTY SUPERVISOR CONFIRMATION	My agreement with the above expectations and responsibilities has been documented through confirmation of this form via the Handshake Experiences tool.
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STUDENT CAREER ADVISOR RESPONSIBILITIES

Before starting the internship/field experience, I will:

- Meet with the student to assist the internship/field experience registration process is completed accurately.
- Validate the experience meets the following requirements to be considered an internship/field experience.
 1. A learning experience that provides opportunity to apply the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or replace the work that a regular employee would routinely perform.
 2. The skills or knowledge learned must be transferable to other employment settings.
 3. The experience has a defined beginning and end, and a job description with desired qualifications.
 4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
 5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
 6. There is routine feedback by the experienced supervisor.
 7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- Validate the experience meets the following [Department of Labor requirements](#) (if unpaid), and ensure a separate Memorandum of Understanding is signed (only applicable for unpaid experiences at for-profit companies).
 1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
 2. The extent to which the internship/field experience provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
 3. The extent to which the internship/field experience is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
 4. The extent to which the internship/field experience accommodates the intern's academic commitments by corresponding to the academic calendar.
 5. The extent to which the internship/field experience's duration is limited to the period in which the internship/field experience provides the intern with beneficial learning.
 6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
 7. The extent to which the intern and the employer understand that the internship/field experience is conducted without entitlement to a paid job at the conclusion of the internship/field experience.
- Communicate Northland College's expectations of the internship/field experience supervisor and host site to maintain confidentiality surrounding the intern's information ([Family Educational Rights and Privacy Act – FERPA](#)) and to protect the intern from discrimination on the basis of sex ([Title IX](#)).

During the internship/field experience, I will:

- Support the student and internship/field experience supervisor as a resource to address any issues that arise throughout.
- Solicit mid-term evaluation responses from the student and internship/field experience supervisor, then share that information with the Faculty Supervisor.

At the conclusion of the internship/field experience, I will:

- Solicit end-of-internship/field experience evaluation responses from the student and internship/field experience supervisor, then share that information with the Faculty Supervisor.

If possible; complete a short review meeting with the internship/field experience supervisor to review survey results and discuss potential improvements that could be made for the future.

STUDENT CAREER ADVISOR CONFIRMATION	My agreement with the above expectations and responsibilities has been documented through confirmation of this form via the Handshake Experiences tool.
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