

**UCI IRVINE
SCHOOL OF SOCIAL SCIENCES
ACADEMIC INTERNSHIP PROGRAM**

INTERNSHIP SITE AGREEMENT & GUIDELINES

Please sign and date this document. Make a copy for your files before mailing or faxing to the Center.

AGREEMENT

1. We understand that an internship is primarily a student-focused learning experience.
2. We understand that the intern must work and learn under the supervision of a professional on-site. The supervisor is to function as a “co-educator” with the student’s Faculty Advisor from UCI.
3. We understand that the student activities must relate to the student’s major/field of study.
4. We understand that the intern’s responsibilities will be limited to 40% or less of non-professional or clerical duties (e.g., cold calling, copying, etc).
5. If requested, we agree to speak and/or meet with UCI Faculty Advisor to discuss the intern’s progress and professionalism.
6. We will comply with the following Statement of Non-Discrimination: UC Irvine is committed to equal opportunity employment and does not make its facilities or intern programs or services available to any employer or organization that unlawfully discriminates in the selection of individuals on the basis of race, color, national origin, citizenship, ethnicity, religion, sexual orientation, gender, pregnancy, disability, or age.

GUIDELINES

7. **Liability:** There is no provision in the UC policy for contractually accepting responsibility for students, nor does UCI provide liability coverage. Sites must be willing to assume the responsibility for any liability that may result from initiating a student to work (volunteer or paid) as an intern under their supervision and/or on their premises.
8. **Insurance:** The University does not provide medical, health, or non-travel accident insurance for students working (volunteer or paid) as interns in off-campus experience based learning activities. The site shall provide appropriate medical insurance coverage, such as worker compensations insurance. Students must be notified in advance if they are required to provide proof of personal auto insurance or personal malpractice insurance.
9. **Student Safety:** Students must be informed in advance of any potential personal health or safety risk that may be inherent in an off-campus experience based learning experience. This could include risks as hazardous chemicals or materials, driving on behalf of the company/organization, safety of the location/neighborhood, security of the building, etc.
10. **Site Selection:** It is the responsibility of the student to research and select their internship site. UCI will not match interns with any agency. We simply provide the opportunity to speak with students and include internship opportunities in the database.
11. **Hold Harmless and Indemnification:** No employee of the University is authorized to sign such a document. Students are advised to not sign a “hold harmless and indemnification” agreement, as well.
12. **Fair Labor Standards Act (US Department of Labor):** Businesses and organizations are advised to consult with an appropriate legal advisor before developing an unpaid off-campus experience based learning program (internship). An analysis of the on-the-job experience that the individual will have in relation to the standard set forth under the Fair Labor Standards Act (FLSA), US Department of Labor (DOL) should be carefully considered.

We have read and agree to comply with UCI Guidelines.

Company/Organization Supervisor’s Signature

Date

Printed Name

Name of Agency