

Department of Writing, Rhetoric, and Discourse, DePaul University

Internship Agreement

This Internship Agreement (“Agreement”) is made by and between DePaul University (“DePaul”), an Illinois not-for-profit corporation, and _____ (the “Agency”). This Agreement recognizes a commitment between the Agency and DePaul to participate collaboratively by offering an internship experience as described in this Agreement (the “Internship”).

- 1. Student Involved.** The following student shall participate in the Internship:
_____ (the “Student”).
- 2. Term of Internship.** The term of this Agreement shall begin on _____ and shall end on _____. *During times that DePaul is closed, the Student will not be available for the Internship.* During other times, the Student shall participate in the Internship an average of _____ hours/week (Note: typically 10-15). DePaul retains the right to terminate the Internship at any time for any reason. The Agency retains the right to request withdrawal of any Student whose conduct or work violates the policies and procedures of DePaul or the Agency, but only after first consulting DePaul to try and resolve the matter without removing the Student from the Internship. The Agreement may only be renewed by mutual written agreement of the parties.
- 3. Internship Duties.** The Agency will provide a supervisor with the interest and professional competence to assume an educational role in providing a meaningful learning experience. During the Internship, the Student will perform the following duties:
- 4. Supervision & Evaluation.** The supervisor for this Internship is _____ (name and title) (the “Supervisor”). The Supervisor shall provide the Student with informal feedback throughout the Internship and commit to at least one hour of direct supervision per week with each Student. During the internship, the Supervisor will provide feedback to the Student in the following specific ways (e.g., weekly one-on-one or team meetings, written feedback on specific deliverables, etc.):

In addition, at the end of the Internship, the Supervisor will complete a written final comprehensive evaluation for each Student. DePaul and the Supervisor will remain in regular communication throughout the Internship as necessary. The Supervisor shall promptly contact DePaul in the event that issues or concerns arise in the performance of the Student's Internship duties, or in the event

that significant incidents occur within the Agency which may have an impact on the Student's ability to complete the Internship. All communications between DePaul and the Agency should be directed as indicated below:

TO DEPAUL:

TO THE AGENCY:

With a copy to: Office of the General Counsel, 1 E. Jackson Blvd., Chicago, IL 60604, (312) 362-8865

5. **Educational Benefit & Employment Status.** Both parties understand that the Student will be in a learning situation and that the primary purpose of the Internship is for the Student's learning. The Student will receive academic course credit from DePaul for the educational experiences at the Agency, and the coursework associated with those educational experiences assigned by DePaul. If a Student is not otherwise an employee or independent contractor of the Agency or DePaul, s/he shall neither be compensated by either party for his/her participation in the Internship nor covered under DePaul's or the Agency's Worker's Compensation, social security, or unemployment compensation programs. If any Student is otherwise an employee or independent contractor of the Agency, the Agency shall assume full and sole responsibility for the payment of any wages, state and federal income tax, unemployment insurance, social security, disability insurance and other applicable employee withholdings which may apply. The Student's Internship work shall not at any time replace or substitute for any employee nor shall Student perform any of the duties normally performed by an employee of the Agency as part of the Internship except as such duties are a part of the Student's training and are performed by the Student under the direct supervision of the assigned supervisor of the Agency.
6. **Insurance.** The Agency shall maintain general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate. If requested by DePaul, Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the program.
7. **Indemnification.** The Agency will defend, indemnify, and hold DePaul, its affiliates, trustees, directors, officers, faculty, employees, and agents, past or present, harmless from and against all claims, causes of action, fees, liabilities, damages, expenses (including reasonable attorney's fees) and costs relating to or arising from or based upon the negligent or willful acts, omissions, or breach of warranty by Agency or employees or its agents in relation to the Internship.
8. **Compliance with all Laws.** The Agency represents that it will comply with all applicable laws during the Internship, including, but not limited to, laws related to workplace discrimination and

workplace safety. The Agency also agrees to comply with all laws and DePaul policies regarding student privacy and confidentiality, including the Family Educational Rights and Privacy Act of 1974 (FERPA).

9. **Miscellaneous.** This Agreement shall be governed in all respects by the substantive laws of the State of Illinois, and any state or federal court within Cook County, Illinois shall have exclusive jurisdiction of any action or proceeding relating to or arising under or in connection with this Agreement. This Agreement embodies the entire understanding between and among the parties, and may not be amended or changed in any way except by written instrument signed by both parties. If any portion of this Agreement is held to be illegal, invalid or unenforceable, it is the express intention of the parties that the remainder of this Agreement shall not be affected thereby. This Agreement may not be assigned without the written consent of the non-assigning party. No failure or delay by either party in exercising any right, power or remedy will operate as a waiver of such right, power or remedy, and no waiver will be effective unless it is in writing and signed by the party to be charged thereby.

By signing below, the signatories hereby execute this Agreement and warrant that they are authorized to do.

FOR AGENCY:

Print Name: _____

Agency Name: _____

Date: _____

Signature (typing your name indicates a signature): _____

FOR DEPAUL UNIVERSITY:

Print Name: _____

Date: _____

Signature (typing your name indicates a signature): _____

- For **undergraduate** internships, please return form to Dr. Julie Bokser, jbokser@depaul.edu
- For **graduate** internships, please return to Dr. Jason Kalin, jkalin@depaul.edu

NOTE: The Student will be unable to register for internship credit until we receive this form.