



Career Development Center

SITE AGREEMENT

Site Supervisor Approval (To be completed by Site Supervisor)

Has this student worked for you prior to the start date? Yes No

Site Supervisor Agreement:

Internship Site/Supervisor agrees to the above described job responsibilities and will provide training and consultation in order to achieve the objectives. Consistent with the learning objectives, the Internship Site/ Supervisor will provide an orientation concerning organizational policies and procedures, meet with the Student Intern regularly and using forms provided by the University at the end of the term, provide written evaluation of the Student Intern. The Internship Site/Supervisor agrees to promptly and thoroughly investigate any complaint by the Student Intern of unlawful discrimination or harassment involving employees or agents of the Internship Site/Supervisor, to take prompt and remedial action when discrimination or harassment is found to have occurred, and to promptly notify the University of the existence and outcome of any complaint of harassment by, against, involving and Student Intern. The Internship Site/ Supervisor shall be fully liable for any unlawful discrimination or harassment that is found to have occurred by its employees or agents. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Internship Site/Supervisor understands that the information submitted by the university is confidential and shall be used only for the purpose necessary for this internship. The Internship Site/Supervisor understands that the information shall only be made available to individuals having a need to know in order to fulfill the purposes of the internship, and the Internship Site/ Supervisor will not discuss or disclose this data with any third party outside of the purposes stated in this agreement unless required to do so by law. The Internship Site/Supervisor understands that failure to comply with the requirement no to release information, except for the sole purpose stated above, will constitute harm to the University and the Student Intern and will result in cancellation of this agreement. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Internship Site/Supervisor understands that the information submitted by the University is confidential, shall be used only for the purposes necessary for this internship, and shall not be re-disclosed to any third party without the consent of the Student Intern.

Site Supervisor Signature: _____

Date: _____