

## Sample Internship Affiliation Agreement

This agreement is between the United States Department of the Interior, National Park Service, Fort Necessity National Battlefield / Friendship Hill National Historic Site, hereinafter called the **Agency** and the \_\_\_\_\_ (University).

The purpose of this agreement is to make clear the roles and responsibilities of both parties, namely the **Agency** and the **University**, in the internship program described hereinafter.

The term of this agreement will commence \_\_\_\_\_ (dates) and end \_\_\_\_\_ (dates) and shall be renewed for additional terms of one year unless terminated by either party upon written notice at least sixty days prior to the expiration of the current term. Both parties understand that this agreement may be modified or revised through written amendments, by mutual consent.

### 1. Joint Responsibilities

- A. The **Agency** and the **University** enter into this affiliation for the purpose of educating and training internship students.
- B. The **Agency** and the **University** will comply with all Federal and State laws and regulations prohibiting discrimination.
- C. The number of students, the program of education and training with the **Agency**, and the scheduling of their education at the **Agency** will be determined by mutual agreement between the **Agency** and the **University**.
- D. Both the **Agency** and the **University** agree that the education and training of the student will complement the service and educational activities of the **Agency**; however, it is understood that students will be under the supervision of an interpretive staff member acceptable to the

**University**, and the **University** will designate a faculty advisor from each student's program of study.

E. The **University** is responsible for dismissal of a student for academic and other disciplinary reasons, according to the policies and procedures of the **University**. **Dismissed students will not be permitted to complete the internship. The Agency** maintains the right to remove a student from an internship if the student does not comply with the rules, policies, procedures, or standards of the **Agency**. In the event of a student's removal from an internship the agency and **the University, including** the faculty advisor and the internship coordinator will be notified immediately. All parties agree to comply with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99).

F. All parties agree that any tangible and intangible items, including but not limited to books, papers, articles, processes, etc., created by student interns in the course of their internships will become the sole property of the **Agency**. However, student interns will be given authorship credit and will have permission to utilize such tangible and intangibles in their student portfolios.

## 2. Responsibilities of the University

A. The **University** will have control over all phases of the internship program, including recruitment, eligibility requirements, faculty supervisor appointments, grading, and all other pertinent matters that are internal to the **University**.

B. The **University** will designate an *Internship Coordinator* to coordinate scheduling with students and **Agency** personnel, and to assist in resolving problems and difficulties as they arise.

C. The **University** will assign students to the **Agency** for their education and training in accordance with this agreement.

## 3. Responsibilities of the Agency

- A. The **Agency** will offer materials and activities to provide students with orientation and understanding of their duties.
- B. The **Agency** will provide instruction, supervision, and evaluation of the students by qualified professional personnel. The **Agency** also agrees to notify the **University** of any changes in staffing or in its services that will affect a student's internship experience.
- C. The **Agency** will see that each intern is tasked with assignments that are appropriate for each student's level of study and contribute to both the overall goals of the agency and the learning outcomes of the student.

**U. S. DEPT. OF THE INTERIOR**

\_\_\_\_\_  
By: Brian Reedy, Site Manager  
Fort Necessity / Friendship Hill  
National Park Service

\_\_\_\_\_  
University Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date