

AGREEMENT FOR INTERNSHIP IN RECREATION ADMINISTRATION

This agreement is made and entered by and between The Board of Trustees of Eastern Illinois University, Department of Recreation Administration and _____ ("Agency-Site") on _____ (date).

It is agreed that Eastern Illinois University recreation administration students ("Students") from the Department of Recreation Administration ("Academic-Unit") be provided the opportunity to receive an internship in recreation administration under the supervisor of a recreation administration professional (appropriate certification such as CPRP preferred).

1. Term of Agreement:

Student _____ agrees to complete an internship experience for a minimum of (12) consecutive 40 hour weeks at the above mentioned Agency-Site. The internship will commence on _____ and conclude _____.

2. Obligations and Responsibilities of Academic-Unit:

- a. Provide faculty or staff members to coordinate responsibility for instruction and supervision of the student's internship experience.
- b. Provide Agency-Site and student intern an accessible faculty member for questions and concerns that might arise during the internship (e.g., project selection, etc.).
- c. Assign students that have completed the majority of required recreation administration and general recreation coursework prior to engaging in the internship.
- d. Notify each student that he or she must conform to the standards and practices established by the Academic-Unit while training at the Internship Agency-Site.
- e. Prepare students for an internship interview/acceptance with an Agency-Site (e.g., cover letter, resume, agreements, etc.).
- f. Observe, supervise (indirectly), and counsel students, and confer with the Agency-Site Supervisor if any concerns arise during the internship.
- g. Arrange on-site and / or telephone conference with Agency-Site Supervisor and student.
- h. Inform the student about necessary insurance coverage for their internship experience.
- i. Professional liability insurance is provided for the Students by the Academic-Unit. Coverage provides \$1,000,000 coverage per occurrence. Written evidence of such coverage is recommended prior to Student beginning their internship (i.e., proof of certificate of insurance).

3. Obligations and Responsibilities of Student:

- a. Complete necessary exams (i.e., physical, etc.) required by the Agency-Site, including payment of associated costs.
- b. Adhere to all policies, regulations and assignments outlined by the Academic-Unit and the Agency-Site providing the internship experience.
- c. Complete all Academic-Unit assignments on designated dates.
- d. Complete evaluation forms and submit to Academic Supervisor on designated dates.
- e. If the Agency-Site requires additional insurance beyond provisions by the Agency-Site or Academic-Unit, it is the responsibility of the Student to obtain required coverage.

4. Obligations and Responsibilities of Agency-Site:

- a. The Agency-Site shall cause a Certificate of Insurance to be issued showing the following required coverage in no less than the minimum coverage limits listed below. The insurance companies providing coverage must have a current A.M. Best rating of B++; VII or better and be duly authorized by the Department of Insurance of the State to do business in the State. The Agency-Site must agree to maintain such insurance for the duration of the agreement or the term for which services will be rendered.
 - A. Worker's Compensation (including Occupational Disease) – Statutory Limits (State)
Employer's Liability (Part B) - \$500,000 per occurrence
 - B. Commercial General Liability (including Products & Completed Operations)
Combined Single Limit - \$1,000,000 per occurrence OR Bodily Injury - \$1,000,000 per occurrence and Physical Damage - \$1,000,000 per occurrence

* If any Student Intern will be driving any Agency-Site vehicle, evidence of the following coverage must also be provided:

 - C. Commercial Automobile Liability
Combined Single Limit - \$1,000,000 per occurrence OR Bodily Injury - \$1,000,000 per occurrence and Physical Damage - \$1,000,000 per occurrence
- b. Provide, if it wishes, the affiliating Student with remuneration (e.g., salary, housing, etc.).
- c. Share in the responsibility in the education, evaluation, guidance and supervision of Students in the program through the assistance of its employees and the faculty of Academic-Unit, in accordance with the Academic-Unit's Internship Manual for Recreation Administration.
- d. Provide the ultimate responsibility for Agency-Site client care.

- e. Notify each student that he or she is responsible for following the administrative policies, standards, regulations and practice of the Internship Agency-Site, including reporting to it on time, and providing the necessary and appropriate dress required during the regularly scheduled operating hours.
- f. Provide a supervised program of applied experience.
- g. Designate and submit in writing to the Academic-Unit, for its approval, the name and professional and academic credentials of a person to be responsible for the internship and who shall hold the title of internship supervisor. Notice of any proposed change of the internship supervisor shall be given in writing to the Academic-Unit.
- h. Improve the overall educational program of the Academic-Unit by providing opportunities for learning experiences that will progress the Student to advanced levels of performance.
- i. Agency-Site will permit, on reasonable request, the inspection of clinical and related facilities by Academic-Unit administrators and agencies charged with responsibility for accreditation of Eastern Illinois University.

5. General Conditions:

- a. Regulations determined by Agency-Site shall be applicable to Students while they participate in the internship. Upon written notice to the appropriate Academic-Unit administrator, Agency-Site may request Academic-Unit to withdraw from the Agency-Site any Student whose appearance, conduct, or work with Agency-Site clients or personnel is not in accordance with Agency-Site policies or other acceptable standards of performance and such request shall be granted by Academic-Unit. Final action of Student withdrawal from Academic-Unit program is the responsibility of the Academic-Unit.
- b. Academic-Unit at any time may withdraw a student whose progress, work, or conduct does not meet Academic-Unit standards.
- c. During all stages of the implementation and operation of said internship, including the selection of qualified applicants, the assignment of projects, the allocation of available housing and any disciplinary action required, there shall be no discrimination on the basis of race, color, religion, creed, gender, national origin, disability, marital status, status as a disabled veteran, or veteran of the Vietnam era.
- d. Neither party shall use the other's name in a way which is reasonably likely to suggest that the two parties are related, without first obtaining the written consent of the other party.
- e. This agreement shall be governed under the laws of the State of Illinois.
- f. Agency-Site shall indemnify and hold harmless Academic-Unit, its agents and employees from and against any and all claims, demands or causes of action for injury or death to persons or damage to property (including all costs and reasonable attorneys fees incurred in defending any claim, demand or cause of action) arising out of or resulting from the acts or omissions of Agency-Site, its agents or employees in the performance of their obligations hereunder. These obligations shall survive termination of this agreement.
- g. This agreement constitutes the entire agreement between the parties and supersedes all other agreements, whether oral or written, with respect to the subject matter hereof. This agreement may not be altered, amended, or modified except in writing signed by both parties.
- h. Either party may terminate this agreement upon ____ days' written notice except that if Eastern Illinois University terminates this Agreement based on lack of funding, the ____ days' notice shall not apply.

Approved By: Dept. of Recreation Administration

Approved For: (Agency-Site)

Chair, Department of Recreation Administration

Agency-Site Supervisor Signature

Date: _____

Date: _____

Student Signature

Date: _____

Student Contact Information (During the Internship)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Cell Phone: _____

