

**Trinity University Office of Experiential Learning  
Off-Campus Paid Internship Agreement**

This Agreement entered into this \_\_\_\_\_ date of \_\_\_\_\_, between \_\_\_\_\_ hereafter called the "Agency" and Trinity University. This Agreement becomes effective on the date of acceptance and signature by the University and Agency. This Agreement shall be in effect until terminated. Either party may terminate this Agreement by providing thirty (30) days written notice to the other party.

In consideration of the terms and conditions contained herein, the Agency agrees as follows:

- The Agency agrees to abide by the requirements of the Equal Employment Opportunity Commission (EEOC), especially to ensure that no form of harassment will be permitted and that neither will discriminate on the basis of a person's race, sex, color, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, or other characteristics protected by federal, state, or local statute or ordinance.
- The Agency agrees to abide by the requirements of the Fair Labor Standards Act (FLSA).
- The Agency agrees to receive no remuneration for this Program.
- The Agency agrees to abide by OSHA requirements in regard to workplace safety.
- The Agency agrees to provide Workers' Compensation Statutory Benefits for the student intern or otherwise assume liability for injuries sustained by Intern while fulfilling the role of Intern.
- The Agency agrees to notify the University's Director of the Internship Program of any changes in the student's work status, schedule, or performance.
- The Agency agrees to allow a faculty advisor and/or the University's Director of the Internship Program to conduct pre-arranged site visits to confer with the student and his/her supervisor.
- The Agency agrees to provide two written evaluations of the student's performance, one at mid-term and the other at or before the end of the student's internship.
- The Agency agrees to comply with all applicable federal and state laws and regulations including, but not limited to the Family Educational Rights and Privacy Act (FERPA), and to protect confidential or proprietary information it may be exposed to or become aware of in the course of the performance of this Agreement in accordance with commercially reasonable standards and no less rigorously than it protects its own information.
- It is mutually understood and agreed that the parties shall at all times be acting as independent contractors in performing their duties under this Agreement.
- This Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements, and understandings, whether verbal or in writing, are hereby merged into this Agreement.

Agency: (Please Print) \_\_\_\_\_

Agency Representative: \_\_\_\_\_

Agency Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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TU Director of Experiential Learning Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

Trinity University Director of the Office of Experiential Learning: Dr. Jacob Tingle