



# Host Site Terms & Conditions Agreement

Thank you for agreeing to host a Keystone College student(s) as an intern/ Experiential learner at the Organization listed below. Hands-on experience is an important part of our student's education, and we sincerely thank you for providing this opportunity. What follows are some basic expectations intended to ensure that the internship/experiential learning is a productive and safe experience for everyone involved. Please contact our Career Development Office at 507-945-8337 or [careers@keystone.edu](mailto:careers@keystone.edu) with any questions. Thank you for your willingness to provide internships/experiential learning for our students.

## Agreement

### **I. Duties and Responsibilities of the College**

1. The College will be responsible for internships/ experiential learning that are conducted during a regular academic semester(s) or scheduled summer term(s). The College and the Organization agree to schedule the internship hours to mutually benefit all parties involved and to conform to the scheduling formula of 40 hours of site contact to equal one credit.
2. The College will determine the amount of academic credit to be earned through the internship and establish all academic requirements that the student must meet to earn the credit. The College will establish a grading system and criteria required to earn the grade upon completion of the internship.
3. The College may request termination of the internship placement for any student not complying with College guidelines and procedures for the internship program and will notify the Organization in advance.

### **II. Duties and Responsibilities of the Organization**

1. The Organization determines the schedule that the intern will maintain on-premises. The total scheduled hours will comply with standards established by the College for the award of credit hours: 40 hours of site contact equals one credit. The minimum internship is 120 hours for a semester or summer term.
2. The is an educational experience and participation in the internship/ experiential learning will primarily be educational in nature. The student is not deemed to be an employee of the organization, has no promise of employment in exchange for participating in the experience, will not be used in lieu of employees, and will be supervised by an employee of the Organization
3. The Organization will provide insurance coverage while Intern is on the Organization premises, covering the student during the duration of the internship/experience, he/she is considered an employee or agent of the Organization for any purposes, including but not limited to workers compensation. The Organization will provide the College with a certificate of insurance that shows proof of general liability, and workers' compensation insurance upon request from the college.
4. The Organization will designate an employee to serve as the student's mentor or supervisor to provide orientation guidance and regular, ongoing feedback throughout the internship.
5. The Organization shall contribute in the evaluation of the student as may be requested by the Faculty Supervisor. The Organization shall submit at least two evaluations of the Intern during the Internship. The Organization shall keep confidential any records or documents received or generated regarding the Intern and shall use such materials only for the internal, operational use of the Organization unless otherwise required by law.

### III. Mutual Terms and Conditions

The relationship between the parties to this Agreement is that of independent contractors. The relationship of the parties to this Agreement to each other shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.

Each Party shall hold harmless, and indemnify the other Party and its directors, trustees, officers, agents, and employees against any and all loss, liability, damage, or expense, including any direct, indirect, or consequential loss, liability, damage, or expense, including reasonable attorneys' fees and court costs, for any claim, loss, injury or death to persons, including employees of either Party and damage to property, including the property of either Party: (a) that occurs in connection with intentional, willful, wanton, reckless or negligent conduct regarding the Party's performance hereunder or (b) that relates to either Party's breach under this Agreement. However, neither Party shall be indemnified hereunder for any loss, liability, damage, or expense resulting from its sole negligence or willful misconduct.

### IV. Term

This agreement shall be effective for the duration of the student experience listed on the Learning Agreement and shall remain in effect until one of the parties notifies the other in writing of termination. Any student who is currently participating in an internship/ experiential learning with the organization at the time of notice is given shall be allowed to complete their experience.

**The authorized representatives of the parties have executed this Agreement as of the date indicated below.**

Organization Contact Information:

Organization Name: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Department: \_\_\_\_\_

Return Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Areas of Interest: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Please return the completed document to:

Keystone College - Career Development - One College Green - P.O. Box 50 - La Plume Pa 18440