

Internship Program: University and Employer/Sponsor Agreement

This Agreement between the _____ Department at Towson University ("University") and _____ ("Employer/Sponsor") is made the _____ day of _____, _____.

Internships are a vital component for career development. The University seeks to educate the next generation of Towson University students by providing experiential learning opportunities that complement field of academic study. The Employer/Sponsor seeks to help train career competent future employees. Both University and Employer/Sponsor desire to develop productive and proven professionals by assisting with the intern's professional growth and development.

In consideration of the mutual terms and conditions, the University and the Employer/Sponsor agree as follows:

1. Employer/Sponsor will provide academic, credit-worthy practical work experience, which is documented and approved by the University prior to a stated start date, through which intern(s) may apply their classroom theory. The Employer/Sponsor will provide all the necessary equipment, materials, and facilities to provide the work experience for the student(s) and shall have the right to direct the work experience of the intern(s). The work experience must provide:
 - a. adequate training and supervision to ensure that the experience allows the student to achieve learning outcomes
 - b. a safe and productive working environment which will help foster professionalism and ethical business conduct
 - c. internship for an adequate number of hours and during an adequate time period to allow student interns to obtain academic credit for the work experience
2. The Employer/Sponsor will designate a staff person (site supervisor) to supervise, mentor and provide feedback to the intern and serve as a liaison to the University. The site supervisor completes a mid-semester and final evaluation provided by the University upon the conclusion of the student's internship experience to assist the University in assessing the intern's professional growth and development.
3. The Employer/Sponsor will allow a University supervisor to make at least one on-site visit per academic semester during normal working hours if requested.
4. The University will post credit-worthy experiences to its students. The Employer/Sponsor will have access to opportunities to promote internships and recruit students for these opportunities.
5. Any intern may terminate his or her internship at any time by giving two weeks' notice in writing to the Employer/Sponsor and the University. Either the Employer/Sponsor or the University may terminate an internship for cause, for such reasons as unsatisfactory performance or excessive absenteeism. In addition, either the University or the Employer/Sponsor can terminate this Agreement because of the other party's violation of this Agreement.
6. The University and the Employer/Sponsor agree that neither will discriminate on the basis of age, sex, religious belief, race, color, national origin, physical handicap, marital status, sexual orientation or gender identity.
7. The contracting representative of each party warrants that he or she has full power and authority to bind his/her organization to the provisions of this Agreement.

Department at Towson University

By: _____ (Printed Name) _____ (Signature)

Employer/Sponsor

By: _____ (Printed Name) _____ (Signature)

Rev. 10/30/19



Career
Center