Internship Agreement

Ed.D. Program with a Specialization in Educational Leadership (PreK-12) or Higher Education

Instructions: Please share this Agreement with your internship field supervisor. After you have both signed the form, return it to the internship advisor either by email, james.henderson@myunion.edu or via regular mail to Dr. James E. Henderson, 412C Canevin Hall, Pittsburgh, PA 15219.

This document represents an agreement with Union Institute & University, 440 East McMillan Street, Cincinnati, Ohio. This internship Agreement is entered into this _____ day of ____________________, 20___. The purpose of this agreement is to guide and direct a working relationship for those involved in providing internship training experiences for students seeking a terminal degree (Ed.D.) at Union Institute & University.

In consideration for providing the internship training experience to the intern, the parties agree as follows:

Objectives of the Internship Program

The objectives of the Internship Program are as follows:

- To further the intern’s acquisition of professional knowledge, skills, and attitudes in the field of education.
- To facilitate the intern’s development as a competent practitioner who assumes responsibility for his/her own actions and self-development.
- To provide the intern with training and practice in identifying, assessing and ethically responding to needs of students.
- To expose the intern to educational services with culturally diverse populations.
- To provide opportunities that reflect the mission of Union Institute & University’s Ed.D. Program, including issues of social justice and ethical practices.

Responsibilities of the Internship Field Supervisor

By signing this agreement on behalf of your organization, you agree to:

- Provide an appropriate orientation and introduction to the internship site.
- Provide a learning experience that conforms to all ethical and legal standards of the state and the profession of education.
- Provide one (1) hour of individual, face-to-face supervision each week.
- Complete a formal evaluation of the intern’s work at the conclusion of each term (every six months) that the intern is assigned to the internship site, using the evaluation form to be provided by Union Institute & University.
• Share/discuss that evaluation with the intern before forwarding it to the Dean of the Ed.D. Program at Union Institute & University.
• Meet regularly (by phone, e-mail, or in person) with the intern’s faculty advisor to ensure the quality of the internship Program experience.
• Attempt to resolve directly with the intern any conflicts that may arise.
• Report, in writing, any conflicts that may arise to the intern’s faculty advisor or the Dean of the Ed.D. Program.

Additionally, the internship supervisor agrees to:

• Retain at all times responsibility, authority and accountability for the duties performed by the intern.
• Comply with all federal, state, and municipal laws, rules, and regulations.
• Maintain confidentiality of student records in compliance with the Family Educational Rights and Privacy Act. (FERPA).
• Maintain confidentiality of intern records.

Responsibilities of Union Institute & University.

Through its representative’s signature on this agreement, Union Institute & University agrees to:

• Coordinate with the internship field supervisor regarding the formal evaluation of the intern.
• Provide forms to the internship field supervisor for evaluation of the intern.
• Comply with all federal, state, and municipal laws, rules, and regulations.
• Maintain confidentiality of student records in compliance with the Family Educational Rights and Privacy Act. (FERPA).

Responsibilities of the Intern

By signing this agreement, the intern agrees to:

• Complete any training required by the internship supervisor.
• Chart interactions with internship site personnel per the regulations and requirements of the internship site.
• Comply with all federal, state, and municipal laws, rules, and regulations.
• Abide by all policies and expectations for the internship set forth in the Ed.D. Program’s Student Handbook.
• Maintain confidentiality of student records in compliance with the Family Educational Rights and Privacy Act. (FERPA).
• Perform duties in a timely, accurate, and ethical manner consistent with the intern’s level of training and with the ethical guidelines most applicable to the internship experience.
• Be subject to the supervision requirements imposed by the supervisor or other professionals affiliated with the internship site.
- Conduct himself/herself in a professional manner.
- Engage in all duties and activities stipulated in the approved internship proposal (attached).
- Refrain from rendering any professional service without the written consent and supervision of the internship field supervisor, it being understood and agreed that all professional services are under the direct order and control of the supervisor at the internship site.
- Attempt to resolve directly with the field supervisor any conflicts that arise.
- Report, in writing, any conflicts that may arise to her or his faculty advisor and the Dean of the Ed.D. Program.
- Complete the internship program, including, but not limited to, all Internship Site specific requirements/assignments made by the field supervisor and/or faculty advisor.

**Binding Effect**

Once signed, this Agreement shall be binding upon the heirs, successors and assigns of the parties hereto.

**Severability**

In the event that any provision of this Agreement shall be deemed to be unenforceable for any reason, such shall not render the remainder of this Agreement unenforceable. Instead, the remaining terms and provisions of this Agreement shall be fully enforceable.

**Authorization**

The undersigned warrant that they are authorized to enter into this Agreement.

**Conflicts**

Any conflicts that may arise will be handled in accordance with the professional ethics statements most applicable to the proposed internship, and as applicable, Ohio law.

**Modification**

Modifications to this Agreement may be made only with written consent of all parties hereto.

**Termination**

Upon sixty (60) days prior written notice, any party may terminate this Agreement. If an internship supervisor should exercise the option to terminate the Agreement while the internship is ongoing, the intern will be allowed to complete any pre-stipulated internship requirements, subject to early termination for cause in accordance with the due process procedures set forth from time to time in the Ed.D. Program’s Student Handbook.

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Not an Employment Relationship

The parties acknowledge and agree that intern is not an employee or agent of the internship site, or of Union Institute & University, and the internship site and Union Institute & University have no obligation to pay wages, either minimum wage or overtime, or benefits, to the intern. To the extent that intern is found to be an employee of the internship site, other than with respect to obligations under any Worker’s Compensation law, Union Institute & University agrees to indemnify and hold harmless the internship site for any wages, benefits or withholdings determined to be due to the intern.

Term.

Unless terminated under the “Termination” section of this Agreement, this Agreement shall be for ________ months and shall begin on the ___ day of ________________, 20___, and shall terminate on the ___ day of ________________, 20___.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

By: _____________________________________________
Dean, Doctor of Education Program, Union Institute & University

By: _____________________________________________
Internship Field Supervisor, _________________________________(organization)

By: _____________________________________________
Intern

Attachments:

A copy of the intern’s approved Internship Application and Approval form must be attached to this Agreement.

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