Butler University
College of Communication
Student Internship/Experiential Education Agreement

Students must submit this completed form to the internship coordinator when registering for credit. It must be submitted prior to beginning the internship. Entering into this Agreement is in consideration of Butler University ("University") considering the internship requested by the student and as a condition to the student's participation in same.

I, __________________________________________, ID# ___________________________ am a student at the University and request the opportunity to undertake an internship/experiential education experience during:

☐ Fall  ☐ Spring  ☐ Summer 1  ☐ Summer 2, 20____ at the following location:

How did you learn about this internship opportunity?
______________________________________________________________________________

Employer Name: _______________________________ Contact Name: _____________________ Title: _______________________________

Department: _______________________________ Contact Email: _________________________

Address: ______________________________________________ City: __________________ State: ______ ZIP: ______

Phone: __________________ Website: __________________

Starting Date: ____________________________ Ending Date: ______________________________

Title of Internship: ________________________________

This Internship is: ☐ unpaid  ☐ paid. If paid, compensation is as follows: ________________________________

This Internship is: ☐ credit bearing (list course number): ______________  ☐ non-credit bearing

Butler University does not control the way in which the internship/experiential learning experience ("experience") and the experience site ("site") is structured or operates. In granting academic credit for this experience, the University affirms that, to the best of its judgment, the experience is an appropriate curricular option for students and worthy of University credit, but makes no assurances, express or implied.

The student should take appropriate precautions, based on his/her personal health and other circumstances, to ensure that the experience does not pose an undue health or other risk to him/her. The student understands that any experience or associated travel carries with it potential hazards which are beyond the control of the University and its agents or employees.

The student understands that the sponsor is responsible for such insurance and for the expenses not covered by this insurance, and understands that the University does not have an obligation to provide him/her with such insurance.

The student assumes full responsibility for his/her undisclosed physical or emotional problems that might impair his/her ability to complete the experience, and he/she release the University from any liability for injury to him/herself or damage to or loss of his/her possessions.

The student understands that he/she uses his/her personal vehicle for the benefit of the entity which sponsors the experience, the University has no liability for personal injury or property damage which may result from that use. The student agrees to rely solely on his/her personal vehicle insurance coverage and not on any insurance provided by the entity sponsoring the internship.

The student understands that he/she will not be entitled to unemployment compensation benefits upon completion of the experience. Further, he/she understand that the University assumes no liability for personal injury which he/she may suffer in the course of his/her internship. Moreover, it is his/her responsibility to ascertain whether the entity sponsoring the experience provides workers compensation coverage for him/her.
Personal Conduct/Termination of Participation

The student understands that the responsibilities and circumstances of the experience may require a standard of professional decorum. Therefore, the student indicates his/her willingness to understand and conform to the professional standards of the site as well as the terms of the University Rules of Conduct and any rules of conduct adopted by the applicable college or University program. The student agrees that should the internship/experiential learning coordinator ("coordinator") decide, in his/her sole discretion, that the student must be terminated from his/her experience because of conduct that might bring the experience into disrepute or jeopardy or which violates the University's Rules of Conduct or other rules applicable to him/her, that decision is final and may result in the loss of academic credit and forfeiture of tuition. The student also understands that the University may terminate his/her participation in the experience for other reasons it deems appropriate, in its sole discretion. The student also understands that he/she may face disciplinary action for violation of the Rules of Conduct or other applicable rules at the site or other property owned or operated by the sponsoring entity.

General Release

The student understands that the University reserves, in its sole discretion, the right to cancel, change, or substitute experiences in cases of emergency, changed conditions, or in the general interest in the internship/experiential learning program. The student understands that the coordinator may take any actions he/she considers warranted under the circumstances to protect his/her health and safety and/or to guard the integrity of the experience, including termination of the internship experience. The student realizes that the coordinator has no express or implied duty to ensure his/her health or safety. The student also releases and waives any rights or claims that he/she may have relating to or arising out of the release of any and all information and records about the experience to University representatives, and hereby authorize the site sponsor to release such information and records as may be requested by University from time to time.

It is further expressly agreed that the site and its use of any and all facilities shall be undertaken by the student at his/her sole risk and the University shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions whatsoever to him/her or to his/her property arising out of or connected with the experience, whether or not sponsored by the University. The student releases, discharges, and promises not to sue the University, its governing board, employees or agents as to any and all liability that may arise out of injury or harm to him/her, death, or property damage, resulting from his/her participation in the experience, excepting liability due to the willful negligence or misconduct of the University.

Student Signature: ______________________________ Date: ______________________
Experience Sponsor Signature: ___________________ Date: ______________________
University Representative Signature: _______________ Date: ______________________

The University Representative and Experience Sponsor may keep copies of this document.

Updated: 1/2011