CHAPMAN UNIVERSITY

Internship Site Approval Form for All Internship Sites Where Chapman Awards Academic Credit

Student Intern Information

First Name:_____ Last Name: _____

ID _____ Phone _____ Chapman Email _____

Term _____ Year _____ Subject _____ Course # _____ Credits (0.5-6) ____

Internship Site Information

Site Name _____ Phone _____

Address _____ City _____ State ___ Zip Code _____

☐ Remote ☐ Hybrid ☐ In-Person

Site Supervisor Information

Supervisor Name _____ Supervisor Title _____

Supervisor Email _____

Internship Position Information

Start Date _____ End Date _____ Hours Per Week ____

Total Hours _____ Compensation ☐ Paid ☐ Unpaid ☐ Other

Position Responsibilities and Tasks

_____

_____

_____

Training and Resources Provided by the Site

_____

_____

_____

Frequency, Mode, and Method of Supervision/Feedback from Site Supervisor

_____

_____

_____

Internship Site Agreement for All Internship Sites Where Chapman Awards Academic Credit

(To be completed by a Site Supervisor who is authorized to sign on behalf of the Internship site.)

I, [Specify name and title], understand and agree to the following terms on behalf of [ADD NAME OF INTERNSHIP SITE]:

1. The Internship Site is a separate third-party entity and is not owned or controlled by Chapman and is not part of Chapman's education programs and activities. As such, under this Agreement the Internship agrees to the following terms pertaining to delivery of the internship experience:
    a. The Internship Site agrees to the above-described job responsibilities and will provide training and consultation in order to achieve the described objectives.
    b. Consistent with the learning objectives, the Internship Site will provide an orientation concerning its organizational policies and procedures, meet with the Student Intern regularly and, using forms provided by the University at the end of the term, provide a written evaluation of the Student Intern.
    c. The Internship Site agrees to permit site visits by the Career and Professional Development staff within three (3) days of Chapman University's request for such site visit.
    d. The Internship Site understands and agrees that its policies and procedures govern the Student Intern's experience and that it prohibits discrimination, harassment and retaliation. The Internship Site agrees to review and take appropriate responsive action to any complaint by a Student Intern pertaining to unlawful discrimination, harassment, retaliation or other unlawful conduct or conduct prohibited by Internship Site's policies involving employees or agents, volunteers, interns customers, clients or vendors of the Internship Site, to take prompt and remedial action when conduct prohibited by law or by Internship Site's policies is found to have occurred, and to promptly notify the University of the existence and outcome of any complaints of prohibited conduct by, against, or involving any Student Intern. The Internship Site shall be fully liable for any unlawful conduct (including but not limited to discrimination, harassment, or retaliation), that is found to have occurred against a Student Intern during their internship at the Internship Site.
    e. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Internship Site understands that the information submitted by the University is confidential, shall be used only for the purposes necessary for this internship, and shall not be re-disclosed to any third party without the consent of the Student Intern. The Internship Site understands that the FERPA information shall only be made available to individuals having a need to know to fulfill the purposes of the internship, and the Internship Site will not discuss or disclose this data with any third party outside of the purposes stated in this agreement, unless required to do so by law. The Internship Site understands that failure to comply with the requirement not to release information, except for the sole purpose stated above, will constitute harm to the University and the Student Intern and will result in cancellation of the internship.

2. The Internship Site must complete this Agreement with Chapman University and receive approval from Chapman University to commence hosting interns before the Student Intern commences any intern-related duties that will result in the Student Intern earning academic credit from Chapman University.
3. The parties to this Agreement explicitly understand and agree that Chapman has no control over the Internship Site and that Chapman (including its directors, officers, and employees) shall be indemnified and held harmless by the Internship Site for any claims, attorney's fees or penalties resulting from the Student Intern's participation in the internship at the Internship Site. The Internship Site is responsible for ensuring compliance with all relevant wage and hour requirements. The Internship Site shall indemnify and hold harmless Chapman University for any wage-related claims arising out of the Student Intern's experience at the Internship Site.
4. Neither party to this Agreement shall receive any pay or remuneration for participation in this program.
5. Nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise, or partnership relation between the parties, and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
6. The Internship Site may use Chapman's logo and branding only with advanced written permission.
7. Neither party hereto shall have the right, directly or indirectly, to assign, transfer, convey, or encumber any of its rights under this Agreement without the prior written consent of the other party hereto.
8. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
9. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
10. This Agreement shall be governed by the laws of the state of California. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such action shall be Orange County, California.
11. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof, and no change in, modification of or addition, amendment or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
12. By signing below each party affirms that they are duly authorized to enter into this agreement on behalf of their respective institutions.

Site Supervisor Signature: _____ Date: _____

Site Supervisor Name: _____

National Association of Colleges and Employers'
Career Readiness Competencies

The National Association of Colleges and Employers (NACE) has identified core Career Readiness Competencies that are foundational for workplace success. Your student's performance can be measured using these competencies, so we ask that you review and observe the career readiness competencies listed below in your intern throughout the internship. We shared sample behaviors for each competency to provide more context and clarification, especially to help you complete the Performance Evaluation Form at the end of the internship.

Career & Self-Development: Proactively develops oneself and one's career through continual personal and professional learning, navigates career opportunities and networks to build relationships within and external to one's organization.
Sample behaviors:

- Accepts constructive feedback from others and can learn from mistakes
- Self-advocates in a professional manner
- Can identify one's own strengths and weaknesses
- Assumes duties that will help one progress or advance professionally

Communication & Leadership: Clearly and effectively exchanges information, ideas, facts and perspectives with people inside and outside of the organization.
Sample behaviors:

- Conveys ideas, facts and perspectives verbally in a clear, concise and convincing manner
- Communicates ideas in a clear and organized manner in writing that is suited to the intended audience
- Uses innovative thinking to go beyond traditional methods
- Takes initiative, seeks opportunities to contribute and serves as a role model for others

Critical Thinking: Identifies and responds to needs based upon an understanding of situational context and logical analysis of relevant information.
Sample behaviors:

- Shows a sincere interest in understanding the organization and one's role and assigned tasks
- Practices sound judgment based on an analysis of available data and information
- Demonstrates creativity in approaching tasks, solving problems and overcoming obstacles
- Seeks out resources and/or asks for help when unsure about how to proceed with tasks

Teamwork: Exhibits the appropriate awareness, attitude, knowledge and skills required to effectively engage and include people from different local and global cultures.
Sample behaviors:

- Builds constructive working relationships with individuals from a wide range of backgrounds, experiences and work styles
- Demonstrates inclusiveness, sensitivity and respect for individuals' differences, as well as new ideas and ways of thinking
- Contributes effectively to collaborating on projects and tasks given to achieve common goals
- Adapts well to emerging requests from managers, coworkers and customers/clients

Professionalism & Technology: Adapts to different work environments, demonstrates effective work habits and acts in the interest of the larger community and workplace.

Sample behaviors:

- Demonstrates respect for the organization, staff, policies and norms
- Maintains a regular schedule, makes up missed hours and is punctual and present
- Organizes and prioritizes work, manages time and sees tasks through from start to finish
- Identifies and effectively uses appropriate technologies and can learn new technologies in a timely manner

Site Supervisor Signature _____ **Date** _____

Site Supervisor Name _____

Once this form has been completed and signed by the Site Supervisor, the Student Intern must upload a scanned copy of the completed form to the Chapman University Internship Portal.

Office of the University Registrar
chapman.edu/internships | **(714) 997-6701** |
internships@chapman.edu