

## INTERNSHIP CONTRACT for CAD 60I

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San Francisco State University  
College of Health and Human Services  
**Department of Child and Adolescent Development**

CAD 60I Internship is designed to provide students with a 120 hour structured, academic “hands-on” experience in educational institutions, health and human service agencies, community-based agencies, policy and research organizations, and so on.

### AGENCY INFORMATION

Agency:	
Address:	
Agency Supervisor:	
Supervisor's Title:	
Phone:	
Fax:	
Email:	

### INTERN INFORMATION

Intern's Name:	
Address:	
Phone:	
Fax:	
Email:	

IT IS MUTUALLY AGREED UPON BY THE AGENCY AND THE UNIVERSITY THAT THEY WILL SHARE IN PROVIDING AN INTERNSHIP EXPERIENCE FOR THIS STUDENT IN ACCORDANCE WITH THESE PROVISIONS. STUDENT INTERNSHIP OBJECTIVES AND ANY SPECIAL ARRANGEMENTS OR CONDITIONS ATTACHED.

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**EXPECTED INTERNSHIP OUTCOMES** (upon completion of internship, student will be able to):

1. Apply knowledge and skills learned in CAD 600, Internship Seminar
2. Utilize collaborative and group process skills in the workplace
3. Work effectively with staff, public, and constituents using culturally sensitive approaches
4. Increase ability to communicate effectively in professional settings with individuals and groups from diverse cultural, social, professional, and organizational backgrounds.
5. Learn to create and sustain effective, age appropriate services and programs for children, youth and families in culturally and economically diverse communities
6. Observe and practice leadership skills in the workplace, appropriate to the intern's position
7. Articulate achievable, realistic outcomes for children, youth, families, and communities.
8. Transition from student to child and adolescent development professional
9. Apply professional skills and meet performance standards of the child and adolescent development professions
10. Integrate theoretical knowledge with the application of practical skills relevant to the child and adolescent development professions

**AGENCY RESPONSIBILITIES** (the Agency and Agency Supervisor's will):

1. Provide the Intern with Worker's Compensation and Liability Insurance as any other staff member or volunteer
2. Provide a thorough orientation to the agency's objectives, programs, and administrative policies during the first week of placement
3. Provide the Intern with a designated Agency Supervisor to whom the Intern is directly responsible for guidance, support, evaluation, and regular contact. This requirement does not preclude the Intern from working with a variety of staff members
4. Provide the Agency Supervisor with sufficient time to undertake this responsibility
5. Provide time for the Agency Supervisor to meet at least once a week, or more frequently if deemed necessary, with the Intern to discuss Intern's goals, activities, and assignment for CAD 600 seminar
6. Inform other agency staff of their roles in the Intern's educational process
7. Include Intern in staff meetings, training sessions, community meetings, Board or Council meetings and/or treatment meetings as Agency would other staff members
8. Provide appropriate physical arrangements for Intern such as office space, desk, use of telephone and computer, as needed
9. Meet with Faculty Advisor and Intern once during the semester to discuss intern's goals
10. Complete a written mid-semester evaluation at between 50-70 hours into the internship as well as a written final evaluation at the end of the Intern's 120 hour commitment
11. Utilize the Faculty Advisor as a support person and call for assistance and advice as needed. In case of Intern difficulties it is important that the Agency report problems to the Faculty Advisor immediately
12. Insurance:  
Agency shall procure and maintain General Liability Insurance, comprehensive or commercial form with \$1,000,000 minimum limit for each Occurrence and minimum limit of \$ 2,000,000 General Aggregate and Employer Liability: \$1,000,000, as mutually agreed

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upon for this placement. The community-based organization shall be responsible for Workers' Compensation coverage for Students during this agreement.

### **INTERN RESPONSIBILITIES** (the Intern will):

1. Arrange for meeting with Faculty Advisor, Agency Supervisor, and Intern to review Intern's goals within first 2-3 weeks of internship start
2. Satisfactorily complete the 120 hour internship commitment
3. Meet established internship goals
4. Follow the policies and duties outlined by the Agency Supervisor
5. Honor agency's policies on confidentiality and anonymity
6. Meet all scheduled commitments and arrangements made in connection with internship.
7. Perform work assignments to the best of his/her ability; become a participating member of the Agency's staff; and function in a professional manner at all times
8. Submit in a timely manner the reports required by University and Agency
9. Visit, observe, and participate in all applicable phases of the Agency's operation
10. Participate in a mid-semester as well as final evaluation conference with Agency Supervisor
11. Ensure that her/his internship experience is valuable and is responsible for communicating with Faculty Advisor if there are difficulties

### **UNIVERSITY RESPONSIBILITIES** (the University and Faculty Advisor will):

Prior to Placement of Intern(s): Faculty or University representative will arrange for an in-person site visit to review internship placement site and a tour of the facilities prior to the begin date of the internship to determine any specific risks related to the placement site's location or work conditions.

1. Assist Intern and Agency with development of acceptable objectives for the Internship experience
2. Provide agency with contract, list of responsibilities for all parties (Intern, Agency, University), and any other policies and procedures
3. Keep in contact with the Agency Supervisor regarding progress of the Intern and for consultation and advice
4. Meet with Agency Supervisor and Intern to review Intern's goals within first 2-3 weeks of internship start
5. Read and evaluate Intern assignments
6. Evaluate the Intern's performance through observations, written reports, final report, and evidence of professional growth
7. Work with all parties concerned with aiding the Agency in achieving its goals and assuring the best possible educational experience for the Intern
8. Insurance:  
The California State University system is insured for its General Liability and Professional Liability exposure through the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP) as per the CSU Risk Management Authority

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**INTERN COMPENSATION (Optional):**

Please check any of the following forms of compensation that the agency will provide the Intern:

- Monthly Stipend; Amount: \_\_\_\_\_
- Semester Stipend; Amount: \_\_\_\_\_
- Part/Full-time Salary; Amount: \_\_\_\_\_
- Mileage or use of agency vehicle
- Conference or workshop
- Other; please specify: \_\_\_\_\_

**INDEMNIFICATION STATEMENT:** Agency shall be responsible for damages caused by the negligence of its officers, employees and agents. University shall be responsible for the damages caused by the negligence of its officers, employees and agents. The intent of this paragraph is to impose responsibility on each party for the negligence of its officers, employees and agents

WE HAVE READ THIS CONTRACT AND ITS ATTACHMENTS AND AGREE WITH ITS TERMS. WE UNDERSTAND THAT OCCASIONALLY THERE IS A NEED TO TERMINATE OR CHANGE AN INTERNSHIP AGENCY PLACEMENT DUE TO UNFORSEEN CIRCUMSTANCES. THE UNIVERSITY RESERVES THE RIGHT TO MAKE THIS DECISION AFTER CONSULTATION WITH THE INTERN AND THE AGENCY.

**SIGNATURES:**

\_\_\_\_\_  
University Representative Date

\_\_\_\_\_  
Student Intern Date

\_\_\_\_\_  
Agency Supervisor or Representative Date

Date Placement Begins:
Date Placement Ends:

Special Arrangements or Conditions Attached:     Yes     No