This Internship Agreement (“Agreement”) is between the State Board of Higher Education acting by and through the University of Oregon-Department of Planning, Public Policy and Management and the below named Student and Community Partner (“Community Partner” or “Site”).

STUDENT INFORMATION
Name
Street Address
City, State, Zip
Phone
E-mail

Degree Program (check all that apply)
Undergraduate
PPPM Major  ☐  PPPM Minor  ☐  Nonprofit Administration Minor  ☐  Other  ______

Graduate
Master of Community and Regional Planning  ☐  Master of Public Administration  ☐
Graduate Certificate in Nonprofit Management  ☐  Master of Nonprofit Management  ☐
Other  ______

SITE INFORMATION (Community Partner)
Site Supervisor
Position/Title
Organization/Unit
Mailing Address
City, State, Zip
Phone
E-mail
Web site

INTERNSHIP PERIOD
From:  month _____ year _____  To:  month _____ year _____
Average hours per week: ________
Is this a paid internship?  Yes ☐  No ☐

Academic Credit
One credit is earned for every three hours of internship per week (1 credit = 30 hours of internship during the course of a 10-week term). Summer term is 11 weeks. Attendance during finals week is not required.

Credit hours per term:  Fall ________ Winter ________ Spring ________ Summer ________
For good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as provided above and as follows:

**INTERNSHIP AGREEMENT**

**INTERNSHIP DESCRIPTION:** See Exhibit A on page 4.

**STUDENT RESPONSIBILITIES**
- Develop learning goals in collaboration with the site supervisor and Internship Director/Undergraduate Internship Coordinator.
- Work with site supervisor to complete Exhibit A: PPPM Internship Description.
- Represent the site and PPPM in a professional manner. Students are expected to follow the site’s policies and standards of professionalism (e.g., dress, e-mail, and cell phone usage).
- Maintain regular attendance. Notify the site supervisor if an absence is required.
- Contact the Internship Director/Undergraduate Internship Coordinator in a timely manner if any problems related to the internship should arise.
- Complete all assignments by the due dates listed in the course syllabus on Blackboard.

**SITE SUPERVISOR RESPONSIBILITIES**
- Work with student to develop tasks and responsibilities and complete the PPPM Internship Description, a copy of which is attached to this agreement as Exhibit A: PPPM Internship Description.
- Orient student to the site and its culture, including standards of professionalism.
- Communicate site policies.
- Provide training that supports the achievement of student’s learning goals.
- Ensure that supervision is adequate for student to complete assigned tasks.
- Provide on-going feedback and complete midterm and final student evaluations. **Discuss the evaluations with student prior to submitting to the Internship Director/Undergraduate Internship Coordinator.**
- Provide student with opportunities to observe operations of the site, including staff meetings.
- Provide opportunities for student to network and interact with staff, managers, and volunteers in the professional field. This may include participation in community meetings and events or attendance at conferences and trainings.
- Provide safe working conditions and the necessary workspace, tools, equipment, and supplies for student to complete the internship. Provide a background check if required.
- Contact the Internship Director/Undergraduate Internship Coordinator if attendance or other work performance issues arise.
- Ensure that no regular employees are displaced by the student.

**INTERNSHIP DIRECTOR/UNDERGRADUATE INTERNSHIP COORDINATOR RESPONSIBILITIES**
- Assist student in selecting an internship site and developing learning goals.
- Pre-authorize PPPM 404/604 Internship.
- Monitor student’s attendance and progress and mediate problems related to the internship.
- Evaluate student’s performance on a pass/no pass basis.

**UNIVERSITY INFORMATION**

**Contact**
Rhonda Smith, Internship Director (graduate students)  
[rhonda@uoregon.edu](mailto:rhonda@uoregon.edu), 541.346.2179
Jessica Matthiesen, Undergraduate Internship Coordinator  
[jessicam@uoregon.edu](mailto:jessicam@uoregon.edu), 541.346.3604

**Department**
Planning, Public Policy and Management

**Address**
1209 University of Oregon, Eugene, OR 97403-1209

**Fax**
541.346.2040
University of Oregon Liability Statement
The student is not an employee of the University. The Oregon Tort Claims Act (ORS 30.260-300) permits the University to accept responsibility only for the acts of its officers, employees and agents. Since a student participating in an internship does not qualify as any of those persons, the University is prohibited from accepting any liability for the acts, omissions, and conduct of students in an internship and is prohibited from providing coverage with State Accident Insurance or other workers’ compensation, liability insurance, or unemployment insurance. The “Community Partner” agrees it is the Community Partner’s responsibility to determine what provisions or actions are necessary to fulfill any liability and workers’ compensation obligations created by its participation in an internship program.

Compensation
Any compensation arrangements made between the Community Partner and the student are outside of this agreement. Except for any special arrangements specifically documented in writing prior to the beginning of the internship and made part of this agreement, the student is responsible for her/his own transportation, parking and any expenses associated with the internship.

Responsibilities
The student, site supervisor, and Internship Director/Undergraduate Internship Coordinator agree to their respective responsibilities outlined on page 2 of this agreement.

Exhibit A: PPPM Internship Description
The student, site supervisor, and Internship Director/Undergraduate Internship Coordinator acknowledge and support the learning goals, tasks, and responsibilities to be outlined on page 4 of this agreement. Exhibit A is due on Monday of week 2.

Site Supervisor (signature)    Date    Site Supervisor (print)    Date

Student (signature)    Date    Student (print)    Date

Internship Director/Undergraduate Internship Coordinator (signature)    Date

Note to student: Make a copy of this agreement for your site supervisor. Exhibit A: PPPM Internship Description (page 4) should be completed during the first week of your internship. This page of the agreement is due by 5:00 pm on Monday of week 2.

If your internship period covers more than one term (as outlined on page 1), you are only required to update and resubmit Exhibit A: PPPM Internship Description (page 4) after the initial term of your internship.
Name: _______  
Site: _______  
Term: _______  

Exhibit A  

PPPM INTERNSHIP DESCRIPTION  
Due Monday of Week 2  

*Please type by moving through the fields with the tab key.*

Describe three to five learning goals using the format below. Learning goals should include the new knowledge you expect to acquire, the skills you want to learn or enhance, and the areas of competence or abilities you seek to develop or improve. Each learning goal must be supported by at least two tasks and responsibilities statements. Tasks and responsibilities may include research, writing, analysis, client contact, presentations, and reports.

Learning Goal #1: _______  
To be met through the following tasks and responsibilities:  
A.  
B.  
C.

Learning Goal #2: _______  
To be met through the following tasks and responsibilities:  
A.  
B.  
C.

Learning Goal #3: _______  
To be met through the following tasks and responsibilities:  
A.  
B.  
C.

Learning Goal #4: _______  
To be met through the following tasks and responsibilities:  
A.  
B.  
C.

Learning Goal #5: _______  
To be met through the following tasks and responsibilities:  
A.  
B.  
C.