



California University of Pennsylvania

Graduate School POLICY: Internship Agreements

A. Purpose and Scope

The purpose of this policy is to secure signed internship agreements with internship sites and signed student agreements as part of the internship application process.

B. Definition

PA State System of Higher Education Internship Agreements and Student Agreements will be used for Cal U internships.

C. Policy

All student interns will be required to sign the PASSHE student agreement; internship agreements will be secured by the Internship Center for internships sites.

D. Procedure

Students will access and complete their on-line internship applications through Handshake. The student will click on the link within their internship application to review the PASSHE student agreement, and will sign electronically acknowledging that he/she has read the student agreement.

The Internship Center will be responsible for securing and maintaining internship agreements with employers. Once the Internship Center is notified of an internship location where a student will intern, internship agreements are sent to the employer. Once returned, the Provost signs. A fully executed internship agreement is sent to the employer and is in effect for five years.

Only the President of the University may sign an agreement and any other party specifically delegated by the President in writing. At Cal U, the designee is the Provost. No person should sign an agreement on behalf of the University unless they are specifically delegated to do so. A person without delegation who signs an agreement will be acting outside the scope of his or her employment and can be held personally liable for obligations created by the inappropriate signing of the agreement. No student should be placed without a fully-executed agreement.

E. Effective date:

Updated date: January 30, 2018

Amended: February 6, 2018