



California University of Pennsylvania

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 internship sites.

D. Procedure:

Students will access and complete their applications through Handshake. The last page of the internship application is the PASSHE student agreement. Students will read and sign electronically prior to the application approval process.

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 good 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: January 20, 2009

Updated date: August 15, 2010