

AGREEMENT
BETWEEN
BEMIDJI STATE UNIVERSITY
AND

THIS AGREEMENT, entered into as of the _____ day of _____, _____, between Bemidji State University and _____; _____; _____.

WHEREAS, students of Bemidji State University participate in internship programs as an integral part of their curriculum; and

WHEREAS, _____ has the capability of providing internship experiences for Bemidji State University students.

NOW, THEREFORE, it is hereby agreed to by and between the parties as follows:

1. _____ may provide intern experiences for student(s) of Bemidji State University on a continuing basis.
2. Faculty employed by Bemidji State University will review and approve specific intern experiences and will provide guidance and evaluation of the students.
3. Bemidji State University will provide _____ with a schedule for student assignments prior to the commencement thereof.
4. Bemidji State University agrees to admit those students, regardless of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, disability or sexual orientation.
5. All data collected, created, received, maintained, disseminated or used for any purpose in the course of performance of this Agreement which is categorized as data on an individual by the Minnesota Government Data Practices Act, M.S. § 13.01 et seq. or any other applicable State statutes and any State rule adopted to implement the Act, as well as State statutes and Federal laws on data privacy, shall be created, collected, received, maintained and disseminated according to the terms of the applicable law.
6. Students participating in this internship do so because of the curriculum requirements of Bemidji State University and at no time act as agents or employees of _____. Each party agrees it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. _____ liability shall be governed by the provisions of Minnesota Statute, Chapter 466 (Tort Liability, Political Subdivisions), or other applicable law.

7. _____ agrees:

- A. To accept student(s) for an internship under the terms and conditions set forth herein.
- B. To retain overall responsibility for the tasks to be completed during the internship.
- C. To provide an orientation for the intern(s) which includes _____ policies and procedures as well as the policies and procedures of the department to which assigned.
- D. To maintain the privacy of the client's specific data and the right of the client to refuse to be a part of the intern experience of a student.
- E. To make physical space available for student education to the extent feasible in keeping with program and course objectives.
- F. To participate in a follow-up evaluation of the intern experience with the student and faculty of Bemidji State University.
- G. To provide substantive feedback through the assigned department to the student both during and after the internship to aid the student in accomplishing the objectives of the internship.
- H. To retain a file on the student for a two year period after the internship to be used as a reference source by a student prior to a job search.
- I. To verify that student(s) have received background and criminal screening. Verification may be achieved through a background screen performed through Bemidji State University or the student may obtain the background check through _____. The student shall be responsible for any costs associated with the performance of the background check through _____. _____ shall make the determination if any information disclosed in the background check would disqualify the student from participating in the educational experience(s) at _____. _____ agrees that prior to excluding any student, it will consult with Bemidji State University on the issues disclosed by the background check, however, the final decision as to the student(s) eligibility to participate shall be made by _____. Nothing in this agreement shall be construed as obligating _____ to disclose legally protected information to Bemidji State University, unless pursuant to a proper release signed by the subject of the information or pursuant to court order.

8. **Bemidji State University agrees:**

- A. To adhere to the policies established by _____ and the department to which assigned.
- B. To orient _____ and department to Bemidji State University's philosophy, goals, curriculum and program outcomes.
- C. To assign only those students for the intern experience who have completed required preliminary courses.

- D. To allow the students to participate only in such activities and learning experiences as set forth in the course objectives.
- E. To assure responsibility for the instruction and supervision of students throughout the entire internship, subject to a and b below:
- a. Special arrangements must be made in advance if students under any program are to be observers only. Such students will not function in any capacity assisting _____ in providing care to patients or in performing any care-related duties. Such students shall be under the direct supervision of a _____ employee.
 - b. Arrangements must be made in advance for any students who are not to be directly supervised by Bemidji State University's faculty. _____ will appoint an individual for such students. A description of the specific duties and responsibilities of the _____ employee shall be maintained by both parties.
- G. To allow _____ staff to require withdrawal from the internship experience any student whose work, conduct or health may have a detrimental effect on its personnel or clients.
- H. That student interns shall be subject to all _____ policies including, but not limited to, the following:
1. Respectful Workplace Policy
 2. Non-County Use of County Resources Policy
 3. Data Privacy Policy
 4. Seat Belt Policy
 5. Smoking on Premises Policy
 6. Conflict of Interest Policy
 7. Housekeeping Rules and Regulations

9. **Both parties agree:**

- A. This Agreement may be amended at any time upon mutual agreement in writing of the parties.
- B. This if either party wishes to withdraw from this agreement, the party shall give 30(thirty) days written notice prior to the end of the current term (quarter, semester, "J" term, or summer session) so as to permit completion of the internship by student(s) enrolled.

BEMIDJI STATE UNIVERSITY

By: _____

By: _____

Title: _____

Chair
Board of Commissioners

Date: _____

Date: _____

ATTEST BY:

ATTEST BY:

Name

Name

Title: _____

Title: _____

Date: _____

Date: _____