

UNIVERSITY TEMPLATE AGREEMENT INSTRUCTIONS  
AND APPROVAL COVER SHEET

This cover sheet should be used for the following University Template Agreement **only**:

**Internship Agreement – PASSAGE USA**

- I. The originating University department should complete the Template Agreement and send to the Internship Site with instructions to return it to the originating University department. Original or scanned manual signatures and electronic signatures are acceptable.
  
- II. After the Template Agreement has been signed by the Internship Site and returned to the originating University department, the originating University department should obtain the signature of the student, the student’s parent and/or legal guardian, and the College of Education and Professional Studies.
  
- III. When the Template Agreement has been executed by all parties other than a University contract officer, the following approval section should be completed.

Name of Originating University Personnel

Internship Site

\_\_\_\_\_

To the best of your knowledge, are there any USA employees who have a relationship, financial or otherwise, with a party involved in this transaction or with an employee, representative, or agent of a party in this transaction?      Yes      No

**IF “YES,” YOU MUST SUBMIT THIS AGREEMENT THROUGH THE AGREEMENT APPROVAL AND TRACKING SYSTEM.**

I am aware of, have authority to approve, and hereby do approve all business terms of this agreement and further certify that no changes have been made to the University-approved template attached hereto.		
_____ Printed Name	_____ Signature	_____ Date

- IV. Email this cover sheet and the Template Agreement to Ms. Donna Tipps ([dtipps@southalabama.edu](mailto:dtipps@southalabama.edu)) for signature with instructions as to whom the agreement should be returned.

**INTERNSHIP AGREEMENT  
PASSAGE USA**

The purpose of this Agreement is to guide and direct an affiliation between the University of South Alabama, on behalf of its PASSAGE USA program (“USA”), and \_\_\_\_\_ (“Site”) (collectively, USA and Site are the “Parties”) in providing internship opportunities for USA’s students.

**WHEREAS**, as part of the PASSAGE USA program, student(s) (“Student”) will participate in an internship at a local business in order to develop necessary skills for functioning in an employment environment; and

**WHEREAS**, Site is willing to provide such internship opportunities for the benefit of Student.

**NOW THEREFORE**, USA and Site agree as follows:

**TERMS**

1. Peer Mentors, USA students who are selected by USA to provide one-on-one mentoring and support to PASSAGE USA students,  will /  will not accompany Student at Site. Any compensation to Peer Mentors is paid by USA, and Site will have no monetary obligation to Peer Mentors. Peer Mentor support for Student can be added or withdrawn upon determination by Site or USA that adjustment is necessary. Should Site wish for USA to add or withdraw Peer Mentor support, Site will contact USA to discuss the recommended adjustment.
  
2. Student  will /  will not be compensated during this internship. If Student will be compensated, compensation details, including Student and/or Site’s appropriate withholding or tax accounting details, are as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Site, Student, and PASSAGE USA personnel will agree upon the work schedule, job assignment, and Site Supervisor.
  
4. This Agreement will commence upon \_\_\_\_\_, 20\_\_\_\_, and continue until \_\_\_\_\_, 20\_\_\_\_, unless terminated upon thirty (30) days’ written notice by one of the Parties.
  
5. **RELEASE.** In consideration of the opportunity to participate in the internship program, Student (and/or Student’s parent/legal guardian), does hereby, on behalf of himself/herself and the Student listed below for whom he/she is a parent/legal guardian, to the fullest

extent permitted by applicable law, irrevocably and unconditionally release, waive, and promise not to sue USA, Site, and/or anyone acting on behalf of USA or Site from/for any and all liabilities, losses, injuries, damages, claims, demands, actions, and/or causes of action arising from or connected with Student's participation in the internship program.

### **RESPONSIBILITIES OF USA**

1. USA will make periodic visits to Site to check on Student progress and Site satisfaction.
2. USA will be responsive to any concerns raised by Site with respect to Student behavior or work performance.
3. USA personnel will complete the PASSAGE USA Internship Performance Evaluation with input from Site Supervisor.
4. USA will provide Peer Mentor support as determined to be necessary or helpful by USA and Site.

### **RESPONSIBILITIES OF SITE**

1. Site will not receive an immediate benefit from the student training.
2. Site will not displace any employee or reduce employees' work hours due to the training of the Student.
3. In the event of any issues arising with Student that indicate, in the sole discretion of the Site Supervisor, that Student should not return to Site, the Site Supervisor will notify USA. Student will be immediately released from the Site and instructed not to return.
4. Site will notify USA of any other concerns with Student's behavior or work performance, including Site's recommendations regarding adding or withdrawing support of a Peer Mentor.
5. Site is under no obligation to hire any Student following completion of the program.
6. Student will be under the direct supervision of an employee of the Site at all times, unless a Peer Mentor is also present. Notwithstanding the foregoing, Site and USA may mutually agree to allow a Student to work at the Site without a Peer Mentor being present in the event of the unexpected, single day unavailability of a Peer Mentor.
7. Site will assist USA in the completion of the PASSAGE USA Internship Performance Evaluation.

### **RESPONSIBILITIES OF STUDENT**

1. Report to Site on time.

2. Wear clean and appropriate clothes and have good personal hygiene.
3. Get along with co-workers.
4. Use appropriate language and grammar.
5. Follow all safety and workplace rules.
6. Complete all work assignments.
7. Maintain a good attitude.
8. Obey work supervisor and follow directions.
9. Discuss any complaints with the Site Supervisor and a PASSAGE USA employment team member.
10. Perform my duties to the best of his/her abilities.
11. Inform the Site Supervisor and the PASSAGE USA employment team member before any absence.
12. Carry an identification card and health insurance card at all times.
13. Understand that failure to follow these rules may result in one or more of the following:
  - A written warning/reprimand.
  - A lower grade.
  - A conference.
  - A suspension from Site.
  - Termination of the internship.

### **MISCELLANEOUS**

1. This Agreement shall be binding upon Site and School as of the date of the last signature of the Parties and in accordance with its terms.
2. This Agreement shall be construed and enforced in accordance with the laws of the State of Alabama.
3. This Agreement may be amended only by an instrument in writing, signed by both parties.

4. The following contact information will be utilized in notification to the parties to this Agreement:

Danielle Garland Miller  
PASSAGE USA  
Employment Coordinator  
307 University Blvd  
UCOM 3408  
Mobile, AL 36688  
(251) 380-2750

Kimberly Crabtree  
PASSAGE USA  
Employment Director  
307 University Blvd  
UCOM 3410  
Mobile, AL 36688  
(251) 380-2877

**Site:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site Supervisor: \_\_\_\_\_

**Student:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. This Agreement will be considered to be effective as of the date last signed below and will remain in effect until such time as it is altered or terminated by either or both of the Parties. This Agreement may be terminated without cause by either party by submitting notice of such intent in writing at least thirty (30) days in advance.

*[signature page to follow]*

**UNIVERSITY OF SOUTH ALABAMA**

**SITE**

\_\_\_\_\_  
Donna Tipps  
Associate VP, Finance & Administration  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**USA COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**STUDENT**

**STUDENT'S PARENT/GUARDIAN**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_