

INTERNSHIP AGREEMENT
PASSAGE USA

The purpose of this Agreement is to guide and direct the 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 Peer Mentor support for Student can be added or withdrawn upon determination by Site or USA that adjustment is necessary.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, 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 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

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 supervisors 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

& R Q W U D F W 2 I I L F H U

Date: _____

Name: _____

Title: _____

Date: _____

USA COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES

Name: _____

Date: _____

STUDENT

STUDENT'S PARENT/GUARDIAN

Name: _____

Date: _____

Name: _____

Date: _____