



Host Organization Experiential Learning Agreement Form

This agreement is entered into on the _____ (Date: mm/dd/yyyy)
between Emporia State University and _____ (Host/Organization)
and _____ (Student Name)

for the purpose of experiential learning (such as internships, practica, job shadowing, observations, and other high impact experiences). For the purposes of this agreement, the internship site where the high impact experience takes place is referred to as the “Host”. The educational institution that will direct the learning experience and outline the academic requirements is “Emporia State University/ESU”. The Student Intern who will complete the experience is referred to as the “Student Intern.”

As a Host of a Student Intern, I/we agree to provide the Student Intern with career-related experience and also agree to the following:

1. Provide the Student Intern with appropriate orientation and training, a set of expectations, including site location(s), schedule, rate of compensation, Host organization handbook, and harassment and discrimination policies including but not limited to sexual misconduct.
2. Provide a safe environment and the equipment necessary for the Student Intern to effectively complete their tasks.
3. Train and supervise the Student Intern, including providing an on-site mentor responsible for helping the Student Intern.
4. Assign expectations that are career-related and provide consistent and constructive educational feedback to the Student Intern to maximize the learning experience.
5. Assist the Student Intern in developing, implementing and achieving specific objectives during the course of the experience that mutually benefit both the Student Intern and the Host organization.
6. Monitor Student Intern performance and progress throughout the experience and complete a performance evaluation with the Student Intern at the conclusion of the experience.
7. Contact the Student Intern’s ESU Internship Coordinator/Faculty Supervisor regarding any changes in the Student Intern’s status, and/or termination of the experience, or any issues regarding performance.
8. Notify the Student Intern’s ESU Internship Coordinator/Faculty Supervisor, ESU Title IX Coordinator and the Student Intern of any discrimination or harassment violation incidents involving the Student Intern. Reports of discrimination, harassment, and other Title IX or general discrimination and harassment inquiries can be submitted to www.emporia.edu/titleix or report@emporia.edu. Other questions can be directed to Ph. 620-341-5518. Depending on the policy violation, reporting may or may not involve each of these parties listed above.

9. Comply with all Federal and State regulations.
10. This agreement shall prevail over any other agreements with the Host organization for the purpose of this experience.

Furthermore, I/we agree that both Emporia State University and/or the Host organization may remove the Student Intern from an assignment at the request of the University or the Host organization.

Termination

I understand that the Student Intern’s opportunity to participate in an internship at the Host is at the discretion of the University and at the ultimate discretion of the Host, and that either the university or Host may, upon written notice to the Student Intern and to the other party, immediately withdraw Student Intern at any time from the internship based upon any criminal or fraudulent activity on the part of the Student Intern, perceived lack of competency on the part of the Student Intern, Student Intern’s failure to comply with the rules and policies of the university or the Host, Student Intern’s failure to comply with the terms and conditions of this Agreement, or for any other reason for which either the university or the Host reasonably believes it is not in the best interest of the program for the Student Intern to continue.

Emporia State University Harassment and Discrimination Policies

Emporia State University seeks to maintain a campus culture in which embracing diversity, equity, and inclusion is a core value lived by all members of the Emporia State community. Emporia State prohibits all forms of discrimination including all types of harassment, sexual violence, and all other types of violence. As such, Emporia State is committed to creating internship partnerships with agencies that create an environment free from harassment and discrimination.

See the Emporia State University Manual for assistance, definitions, and all University policies at <https://www.emporia.edu/about-emporia-state-university/discrimination-harassment-response-prevention/sexual-misconduct-response-prevention/title-ix/esu-policy/>

ESU Internship Coordinator/Faculty Supervisor Signature: _____

Printed Name: _____ Date: _____

Host Organization Representative Signature: _____

Printed Name: _____

Title of Host Organization Representative: _____

Name of Organization: _____ Date: _____