

**DIVISION OF STUDENT AFFAIRS**  
**UNIVERSITY OF CONNECTICUT**  
***Educational Experience Affiliation Agreement***

This Agreement is between the Division of Student Affairs in the University of Connecticut (“University”) and \_\_\_\_\_ (“Site Sponsor”), located at \_\_\_\_\_.

**I. Purpose:**

The purpose of this Agreement is to facilitate an educational experience for Students enrolled at the University of Connecticut that shall enable them to gain professional experience in an education setting academically oriented for their personal, professional and academic development.

**II. Definitions:**

- a. “*Agreement*” means this Educational Experience Affiliation Agreement.
- b. “*Career Services Coordinator*” means an individual selected by the Department of Career Services that serves as a liaison between the two Parties whose rights and responsibilities are further defined herein.
- c. “*Educational Experience*” means an educational experience that enables Participating Students to gain personal, professional and academic development in a professional development.
- d. “*Participating Student*” means a University of Connecticut Student who is participating in an Educational Experience at the Site Sponsor.
- a. “*Responsibilities of Community Life: The Student Code* (“The Student Code”)” outlines the expectations of University students as members of the University community as well as the educational, administrative process for addressing violations of University policy. Students are expected to conduct themselves in a manner that is consistent with the values embraced by the University community and reflected in its various policies, contracts, rules and regulations. The Student Code rests on the principles of individual development, community involvement, and fairness.
- e. “*Site Sponsor Liaison*” means an individual selected by the Site Sponsor that serves as a liaison between the two Parties whose rights and responsibilities are further defined herein.

**III. Term, Termination, Amendment**

- a. This Agreement, as well as succeeding plans of cooperation, shall become effective upon the last date of signing below and shall remain in effect until terminated pursuant to the information below.
- b. Either Party may terminate this Agreement, provided however, that such termination does not become effective until the last day of the current academic semester. Both Parties agree that in the event either Party terminates this Agreement, each Party’s respective rights and responsibilities do not cease until the last day of the academic semester in which the notice to terminate was given.

- c. This Agreement may be modified or amended by the execution of a written instrument, signed by both Parties and/or their designees.

**IV. Rights and Responsibilities of Each Party**

**a. The University shall:**

- i. Furnish the Site Sponsor with the names of the Students chosen by University to participate in the Program (if applicable by department);
- ii. Assign only those Students who have satisfactorily completed those portions of the University curriculum that are prerequisite to the Site Sponsor Program (if applicable by department);
- iii. Designate a Career Services Coordinator who will serve as a liaison between the University and the Site Sponsor;
  - 1. The Career Services Coordinator will serve to address, mediate and/or respond to any issues or conflicts that arise during the Education Experience, if needed/requested by the site and/or the designated university department representative.
- iv. If applicable, designate a university department representative (often faculty but not always) to serve as advisor to the Student with responsibilities to assist in setting learning objectives, to confer with Site Sponsor personnel, to monitor the progress of the internship assignment, and to evaluate the academic performance of the Student.;
- v. Encourage the Student's productive contribution to the overall mission of the Site Sponsor;
- vi. Inform Participating Students of the guidelines and standards for the conduct of its co-op/internship program and to make these guidelines and standards available to the Site Sponsor;
- vii. Provide general liability insurance, and such professional liability insurance as may be reasonably required, for each participating Student and faculty member, when the Student is earning credit for the internship.

**b. The Site Sponsor shall:**

- i. Designate a Site Sponsor Liaison who will serve as a liaison between the University and the Site Sponsor. The Site Sponsor Liaison shall be responsible for:
  - 1. Working with the Career Services Coordinator and/or the University representative, to address, mediate and/or respond to any issues or conflicts that arise during the Education Experience;
  - 2. Communicating the Site Sponsor Policies/Procedures /Protocols to University prior to the Education Experience;
  - 3. Informing the University of any changes to this Policy.

- ii. Permit the Career Services Coordinator and/or the University representative to inspect the facilities, services and/or other items provided by the Facility for the purposes of the Educational Experience, upon request;
- iii. Furnish the premises, personnel, services and all other items necessary to provide a safe working environment and meet the objectives of the specific Educational Experience;
- iv. Encourage and support the learning aspect of the Student's co-op/internship assignment;
- v. Designate an employee to serve as an Advisor to the Student whose ongoing role will be to help orient the Student to the site and its culture, to assist in the development of learning objectives, to confer regularly with the Student and his/her faculty representative (if applicable), and to monitor progress of the Student;
- vi. Provide adequate supervision for the Student and to assign duties that are career-related, progressive, and challenging;
- vii. Notify the University of any changes in the Student's work status, schedule, or performance;
- viii. Comply with all applicable federal, state and municipal laws, ordinances, rules and regulations; comply with all applicable requirements of any accreditation authority; and certify such compliance upon request by the University;
- ix. Follow all institutional non-discrimination rules and guidelines, including but not limited to those in regards to race, gender, sexual orientation, ethnicity, and disability;
- x. Maintain general liability, professional liability, and worker's compensation insurance as required by law.

V. **Terms of Co-op/Internship Arrangement.**

- a. **Terms of Education Experience:** The specific terms, goals and objectives of each Educational Experience shall be mutually agreed upon in writing by the University and the Site Sponsor prior to each Participating Student's arrival.
- b. **Student Dismissal:** A Participating Student may be dismissed for two reasons, defined below.
  - i. **Academic Dismissal:** In the event a Site Sponsor is dissatisfied with the academic and/or professional performance of a Participating Student, the Site Sponsor Liaison should inform the Career Services Coordinator and/or the University representative immediately and in writing. Academic/professional performance issues are opportunities for student growth and should be treated so, such that the Site Sponsor Liaison and the Career Services Coordinator and/or the University representative should try to arrive at a resolution that permits the Participating Student to remain in the Educational Experience. However, if a mutually satisfactory resolution cannot be arrived at, the Site Sponsor may request that the Participating

Student be academically dismissed from the Education Experience, in which event the Career Services Coordinator and/or the University representative will contact the Participating Student and arrange for the termination of their involvement.

- ii. **Dismissal for Misconduct:** In the event a Participating Student violates Site Sponsor Policies/Procedures /Protocols; University Policies including *the Student Code*; federal, state and/or local law, the Site Sponsor shall immediately inform the Career Services Coordinator and/or the University representative. If the Site Sponsor decides to dismiss the Participating Student, it shall immediately inform the Career Services Coordinator and/or the University representative. If the Site Sponsor decides to not dismiss the Participating Student, the University retains the right to dismiss Participating Student from the program. The University shall have full responsibility for all student disciplinary proceedings and shall conduct these proceedings in accordance with established University policy.
- c. **Student Harassment:** In the event a Participating Student feels threatened, harassed or subjected to any form of discrimination, the University shall immediately remove a Participating Student from Site Sponsor and remove the Site Sponsor from its list of eligible internships.

VI. **General Contracting Requirements**

- a. **Notice:** All questions regarding the Educational Experience, its procedures or this Agreement should be referred to the Career Services Coordinator. The Career Services Coordinator will provide additional University Representative contact information, per each specific situation.
  - i. The Career Services Coordinator is:
  
  
  - ii. The Site Sponsor Liaison is:
  
- b. **Statutory Authority.** Connecticut General Statute §§ 10a-104, 10a-108, 4a-52a, and 10a-151b provide the University with authority to enter into contracts in the pursuit of its mission.
- c. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of Connecticut.
- d. **Indemnification.** The Site Sponsor shall indemnify and hold harmless the State of Connecticut, including any agency or official of the State of Connecticut from, and against all costs, claims, damages, or expenses, including reasonable attorney's fees, arising from its negligent acts or omissions in connection with the performance of this Agreement.

- e. **Insurance.** The Site Sponsor agrees to maintain General Liability Insurance in amount not less than \$1,000,000 per incident and at least \$2,000,000 in the aggregate. Site Sponsor agrees to add the University as an additional insured and to provide the University with a copy of their Insurance Certificate.
- f. **Claims.** The Site Sponsor agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut or the University of Connecticut arising from this Agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Site Sponsor further agrees not to initiate any legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.
- g. **Force Majeure.** If the performance of obligations under this Agreement are rendered impossible or hazardous or is otherwise prevented or impaired due to illness, accident, Act(s) of God, riots, strikes, labor difficulties, epidemics, earthquakes, and/or any other cause or event, similar or dissimilar, beyond the control of the University, then each party's obligations to the other under this Agreement shall be excused and neither party shall have any liability to the other under or in connection with this Agreement.

University of Connecticut

Site Sponsor:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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