

PARTICIPATION AGREEMENT BETWEEN THE INTERNSHIP PROGRAM, COMMUNITY AGENCIES, AND PRACTICUM STUDENTS OR INTERNS

Washington State University
Bioengineering Internship Program

STUDENT:

Name: _____ Telephone: _____
Address: _____ Email: _____

AGENCY:

Agency Name: _____ Telephone: _____
Address: _____ Email: _____
Contact Person: _____ Position: _____

Herein are listed the responsibilities of each individual or agency participating in the WSU Bioengineering Program. My signature below indicates that I accept these responsibilities as a condition for participating in this program.

STUDENT

The student agrees to:

1. Complete a current and accurate Learning Agreement with the Internship Program.
2. Conform to policies and regulations as set by WSU and the agency or project for whom the student is working.
3. follow codes of ethics and professionalism as outlined in "Professional Responsibilities of the Student Internship Program".
4. Fulfill the terms of the Learning Agreement.
5. Sign a release of liability statement.
6. Complete a criminal check.
7. Commit to providing quality work for agencies or businesses served.

INTERNSHIP PROGRAM

The IP agrees to:

1. When required, recruit and screen student volunteers according to agency or project criteria.
2. Work with agencies and faculty to provide appropriate training and learning opportunities for internship program students.
3. Maintain a record of student field education, including placement, hours and evaluations.
4. Provide resources for problem solving and mediation among project participants.

AGENCY OR PROJECT

The agency or project agrees to:

1. Provide the IP with screening criteria for volunteer selection when required.
2. Provide training specific to agency needs and policies.
3. Provide a supervisor who will:
 - a. Apprise the volunteer of duties and professional responsibilities
 - b. Be a contact person between agency, the IP, and the student volunteer
 - c. Act as a mentor to the student, providing instruction, feedback, learning opportunities, and avenues for problem solving
4. Provide the IP with a description of the student position, the number of hours worked, and a personal evaluation for each student.
5. Carry adequate insurance attendant to the risk involved in the agency activity.
6. When payments are made, comply with the Fair Labor Standards Act and the Internal Revenue Service tax code.
7. When payments are made, either report any worker's compensation-related time loss hours to the Department of Labor and Industry or cover the student with medical insurance.
8. Not expose the student to any unusual hazards and to make explicit any risks related to the particular placement so that the student can knowledgeably agree to participate.

ALL PARTIES

All parties agree to:

1. Comply with all state and federal nondiscrimination laws, regulations, and policies.
2. Work as a team to resolve issues regarding student placement and performance.
3. In the event that any individual, agency or project violates the terms of this agreement, the student, the IP, or the agency/project reserves the right to withdraw from the program or request changes in the student placement or program.

SIGNATURES

Student

Date

IP Coordinator

Date

Agency/Project Supervisor

Date