



# Manhattanville COLLEGE®

Center for Career Development

## INTERNSHIP SITE AGREEMENT

This agreement will cover the named student and the dates of the academic semester referenced in the associated record. Based on a mutual interest in supporting educational programs and in working cooperatively with other institutions dedicated to public service and educational endeavors, Manhattanville College ("College") and Placement Site, intending to be legally bound, agree to the following:

**Student Compliance:** The Placement Site will advise College's students of its practices, rules, policies and procedures while participating in the educational program at the Placement Site. College's students shall comply with those practices, rules, policies and procedures while participating in the educational program at the Placement Site. School assumes full responsibility for conducting any student disciplinary proceedings arising from problems at the site, in accordance with its own rules and regulations. This could include discontinuing the participation of any student at the Placement Site.

**Academic Standing:** College will assign to the Placement Site only those students who are in good academic standing (*as determined by College*) and who meet the Placement Site's academic standards, where applicable.

**Employment:** Each student is placed with the Placement Site as part of an academic curriculum, and those duties performed by the student are not performed as an employee, but in fulfillment of these academic requirements. The student shall not at any time replace or substitute for any of the Placement Site's employees.

**Hold Harmless:** Site agrees to indemnify and hold harmless the College from any and all liabilities including, but not limited to, fines, costs, attorney's fees, settlements, judgments, claims, charges, suits or other actions or proceedings which are based upon or in any manner arise out of the Site's acts, error, and omissions.

**Liability Insurance:** The Placement Site will provide and maintain Comprehensive General Liability and Professional Liability insurance for the organization, its agents, employees, and voluntary workers. Such coverage shall be in an amount no less than required by the State of the Placement Site (the state of New York for non-U.S. locations) and shall be considered primary insurance. At College's request, the Placement Site will supply certificates of insurance proving such coverage.

**Placement Site Responsibility:** The Placement Site agrees to assume responsibility for losses of any kind to the student (e.g., property damage, physical injury, etc.) that may occur as a result of an act or omission of the Placement Site's employees, agents or volunteer workers.

**Working with Clients:** If a student is working directly with clients, the Placement Site will provide supervision of all such service and activities, and shall assume full responsibility and authority over administration of that service.

**Discrimination:** College and Placement Site will not discriminate in the performance of this Agreement because of any protected class in violation of any federal, state, local law or regulation, and the College's Non-Discrimination and Harassment Policy.

**Publication:** Students must obtain prior written approval from College and the Placement Site before publishing any material relating to the program experience.

**Amendments:** All amendments and modifications to this Agreement must be in writing and signed by the parties.