

### INTERNSHIP AGREEMENT

#### INTERN

Name:	_____	SFSU ID:	_____
Address:	_____	City State Zip:	_____
Phone:	_____	Email:	_____
Start Date:	_____	Completion Date:	_____
Semester / Year (to be) Enrolled:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	
Type of Internship:	<input type="checkbox"/> 880 Internship (min. 144 hours)	<input type="checkbox"/> Practicum, select hours:	
		<input type="checkbox"/> 794 (60) <input type="checkbox"/> Other (indicate hours)	_____

#### SUPERVISOR

Museum/Agency:	_____		
Address:	_____	City State Zip:	_____
Supervisor's Name:	_____	Department:	_____
Title:	_____	Email:	_____
Phone:	_____	Fax:	_____

**WORK OBJECTIVES:** Summarize the type of work the intern will be doing, and the specific tasks to be completed by the end of the internship (limit: 75 words). Intern must also attach a 1-2 pp outline of the work program.

**WORK SCHEDULE:** The intern is expected to complete a minimum of 144 hours at the host agency. The intern and supervisor should agree on a regular schedule and work space; indicate below.

#### SIGNATURES:

Intern:	_____	Date:	_____
Supervisor:	_____	Date:	_____
Faculty Supervisor:	_____	Date:	_____

**Date Agreement Submitted to M S Program:** \_\_\_\_\_  
*(Must be received within two weeks of internship starting date to receive full credit, or at outset of 880 enrollment)*

**DEADLINES:** AGENCY SUPERVISOR must submit a confidential letter of evaluation to faculty, and INTERN must submit written report by one of the following dates: December 1 (Summer/Fall semester) or May 1 (Spring semester)

\_\_\_\_\_  
(initial) Intern: I have read expectations of both parties and legal information on reverse.

\_\_\_\_\_  
(initial) Agency Supervisor: I have read expectations of both parties and legal information on reverse.

EXPECTATIONS OF THE MUSEUM OR AGENCY:

1. To provide adequate information, training, and assistance for the intern to be able to meet the responsibilities of the internship.
2. To ensure diligent supervisory aid to the intern and provide feedback on the intern's performance.
3. To respect the skills, dignity, and individual needs of the intern, and to do the best to adjust to these individual requirements.
4. To be receptive to any comments from the intern regarding ways in which the intern and the agency might mutually better accomplish respective tasks.
5. To treat the intern as an equal partner with agency staff, jointly responsible for accomplishment of the agency mission.

EXPECTATIONS OF THE INTERN:

1. To perform volunteer duties to the best of the intern's ability.
2. To adhere to agency security, rules, and procedures, including recordkeeping requirements and confidentiality of agency information, and to respect employees' work spaces.
3. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.
4. For registration or exhibition duties, to be able to lift up to 50 lb (25 kg) and to be able to handle objects so as not to compromise their physical integrity.
5. To act at all times as a member of the team responsible for accomplishing the mission of the agency.

LEGAL STATUS OF THE INTERN: The intern is considered for all legal purposes a volunteer, even if receiving a stipend or honorarium.

INSURANCE: While the intern is enrolled in the course, Museum Studies 880, the CSU is able to provide general liability and professional liability coverage for student interns or students at field placements for academic credit through programs such as SAFECLIP (Student Academic Field Experience for Credit Liability Insurance Program). Students seeking evidence of the CSU's student internship insurance must be currently enrolled at San Francisco State University during the period of internship/field placement.

To be eligible for insurance, students must provide a copy of the department instructor/internship supervisor signed intern agreement to meet the CSU's insurance carrier's requirements for coverage. Upon receipt of a signed agreement, SFSU Risk Management may provide the museum evidence of CSU intern insurance coverage directly, if such a request is made by a museum; to date, museums have not requested evidence of intern insurance coverage.

The University also does not provide Workers Compensation coverage for interns because students are not employees of the University. Workers Compensation coverage is therefore not available for student interns. In addition, please note that CSU internship coverage is limited to student interns only during periods of enrollment. For example, if a student is not enrolled in a summer class related to their internship, proof of internship insurance coverage cannot be provided. CSU coverage is not offered during the summer or winter sessions if the student is not enrolled. Students may still complete internships during periods of non-enrollment with faculty approval and they indicate that they are aware of the insurance policy.

For more information about insurance at SF State, contact the Program's Internship Supervisor, and/or refer to:  HYPERLINK "[http://hr.sfsu.edu/Safety\\_Risk\\_Operations/stu\\_interns/FAQs\\_stu\\_interns](http://hr.sfsu.edu/Safety_Risk_Operations/stu_interns/FAQs_stu_interns)"  
 [http://hr.sfsu.edu/Safety\\_Risk\\_Operations/stu\\_interns/FAQs\\_stu\\_interns](http://hr.sfsu.edu/Safety_Risk_Operations/stu_interns/FAQs_stu_interns)

OWNERSHIP OF WORK PRODUCT: In consideration of the opportunity to serve as a volunteer intern at the museum or agency named in this document, the student understands and agrees that the museum or agency owns all materials developed and created by the student within the scope of the internship duties described in this document, including all copyright and other intellectual property rights as a work-made-for-hire under U.S. copyright law. In the event it is determined that the museum or agency does not own these materials under the work-made-for-hire doctrine, the student transfers and assigns, for fair consideration, all right, title, and interest, including copyright, in such materials to the museum or agency. For these purposes, 'materials' shall include, but not be limited to digitized images, photographs, slides, illustrations, artwork, and other original materials created by the volunteer intern.

EXPENSES: Unless financial arrangements have been advertised prior to the internship, the museum or agency is not responsible for any extramural (e.g. parking, transportation, telephone) or unauthorized expenses incurred by the volunteer intern in the course of conducting the internship.