

**University of Houston- Downtown
Center for Community Engagement and Service Learning
Internship Affiliation Agreement**

This Internship Affiliation Agreement (this “Agreement”) is entered into effective as of _____, 20__ (the “Effective Date”) by and between the University of Houston-Downtown for the benefit of its Center for Community Engagement (“University”), located at One Main Street, S629, Houston, Texas 77002 and _____ (“Facility”) located at _____ . University and Facility shall be known collectively as “the Parties” and singularly as “a Party” for “the Party.”

Whereas, the Parties seek to provide supervised internship experiences (the “Program”) for University of Houston-Downtown students (“Students”);

Whereas, the Parties seek to provide work, educational and community service experience for an agreed upon number of Students;

Whereas, it is agreed upon by the Parties hereto to be of mutual interest and advantage that Students be given the opportunity to utilize Facility for work, educational, and community service purposes.

Now, therefore, the Parties agree as follows:

ARTICLE 1 – RESPONSIBILITIES OF THE UNIVERSITY

University shall fulfill the following terms, obligations, and covenants:

1. Provide information and assistance to Facility to implement the Program suitable to each Student, including Students with disabilities;
2. Inform Facility of the name, address, and telephone number of a Program Director who will be available to assist Facility personnel and Students of the Program and who will be responsible to maintain on-going contact with Facility’s designated representative;
3. Acquaint Facility designated representative and participating staff with the goals, objectives, methods, and specific expectations of the Program;
4. Assign to Facility only Students that the University believes have adequate experience and skill for the Program;
5. Inform Students about their obligation to adhere strictly to all applicable administrative policies, rules, standards, schedules, and practices of Facility;
6. Inform Students and University personnel who are supervising Students about their obligation to maintain confidentiality of all Facility matters, proceedings, and information to the extent required by law, including, but not limited to client records and information. This confidentiality shall extend beyond the termination of this Agreement;
7. Upon notice to University, inform Facility of any adverse circumstances to which Facility may be exposed as a result of the behaviors deemed to be dangerous of a Student;
8. Upon notice to University, notify Facility of any complaint, claim, investigation, or lawsuit involving a Student if that action is related to the Program provided under this Agreement;
9. Notify Students about their obligation to comply with Facility policies and procedures and applicable state law;
10. Accept the overall responsibility for the education, evaluation, qualifications, and competency development of each Student.

ARTICLE 2- RESPONSIBILITIES OF FACILITY

Facility shall fulfill the following terms, obligations, and covenants:

1. Provide supervised learning experience for Students in accordance with agreed upon learning objectives, skill development areas, learning experiences, and intended learning outcomes;
2. Assign a qualified supervisor to work with all Students and act as a liaison with the University Program Director;
3. Provide University's designated Program Director with a performance appraisal for each Student in a form prescribed by University;
4. Provide periodic performance information to the Student and to University as prescribed, and immediately report any unsatisfactory conduct or performance of a Student;
5. Permit designated University members the right to visit with Students and Facility supervisors regarding the progress of Students at Facility;
6. Provide Students with essential conditions and materials for their work, including space, privacy, and technological supports, and reimbursement for work-related expenses;
7. Provide an atmosphere for learning that is supportive and free of discrimination based on race, ethnicity, religion, gender, disability, or sexual orientation;
8. Provide Students with information regarding policies and procedures of Facility, and with orientation experiences to ensure that Students will be able to meet the requirements of Facility.

ARTICLE 3- RESPONSIBILITIES OF PARTIES

The Parties mutually agree to fulfill the following terms, obligations, and covenants:

1. Under this Agreement, University, Students, and any University personnel, including faculty, shall not be considered employees, agents, borrowed, servants, partners, or joint venturers of Facility;
2. Facility is not responsible for wages, social security taxes, medical insurance, or workers' compensation insurance for Students. In the event a Student should, independent of this Agreement, be employed by Facility, this Section and Article 3 Section 1 shall not apply to the employed student during the hours in which such Student is performing services as an employee of Facility;
3. Nothing in this Agreement is to be construed as transferring responsibility from one Party to another;
4. Without limitation of any provision set forth in this Agreement, the Parties expressly agree to abide by all applicable federal and/or state equal employment opportunity statutes, rules, and regulations;
5. Facility shall have the right to refuse to allow Students who are not judged to have requisite skills, attitudes, or previous training for proper provision of assigned tasks to participate in activities at Facility;
6. To the extent permitted by the Constitution and laws of the State of Texas and without waiver of sovereign immunity or any other defense to which University is or may be entitled to assert, University shall indemnify and hold Facility harmless from and against any claims, costs, including reasonable attorneys' fees, liabilities, or causes of action arising out of or from any negligent acts or omissions by Students or University personnel who are engaged in activities at Facility that are directly related to the Program. In the event that University and Facility are legally adjudged to have been jointly negligent in causing injury or damage, each shall be obligated to satisfy its proportionate share of such judgment based upon the percentage of liability attributed to it in such judgment, but, if in addition, University is adjudged to be liable for acts or

Form No. OGC-S-2018-11

omissions of Facility and/or any employee, personnel, or agent provide by Facility, then University shall be indemnified by Facility to the extent of a such vicarious liability. Neither Party hereto shall be obligated to indemnify the other for such other Party’s own negligence. This indemnification provision shall survive termination of this Agreement.

ARTICLE 4- TERM AND TERMINATION

1. This Agreement shall remain in effect until the end of University’s academic year, including summer, and shall automatically renew for additional terms consisting of University’s academic year, including summer, unless sooner terminated in accordance with applicable provisions of this Agreement and the total maximum term of this Agreement shall not exceed five (5) years after the Effective Date. University’s academic year begins on September 1 and ends on August 31 of the following calendar year.
2. Any breach of the covenants stated in Article 1 of this Agreement by University shall be considered a material breach of this Agreement. In the event of a material breach, Facility shall have the right to terminate this Agreement immediately.
3. Notwithstanding any other provision of this Agreement, either Party shall have the right to terminate this Agreement after thirty (30) calendar days’ written notice is given to the other Party. If either Party exercises this option, the Parties agree to make reasonable efforts so that Students already interning at Facility will be allowed to complete their stipulated Program.
4. Facility shall further have the right to demand immediate removal of any Student from its premises, upon a determination by the administrator in charge that the Student poses a threat to the safety of Facility’s patients, clients, or personnel or to the orderly business functioning of Facility.

ARTICLE 5- GENERAL PROVISIONS

1. The Parties agree that this Agreement will be construed by the laws of the State of Texas (exclusive of its conflict of laws), provision and venue for purposes of claims, or litigation shall be Houston, Harris County, Texas.
2. The terms and conditions of this Agreement may be modified upon mutual written consent of the Parties at any time.
3. This Agreement and all terms and conditions contained herein shall become effective as of the date noted as the Effective Date listed above.
4. Any notice required or permitted under this Agreement shall be considered effective as of the date sent by certified mail, return receipt requested as follows:

University:

Facility:

Ctr. for Community Engagement and
 Service Learning
 University of Houston-Downtown
 One Main Street, S629
 Houston, TX 77002

with a copy to:

Facility:

Office of the Provost
 University of Houston-Downtown
 One Main Street, S950
 Houston, TX 77002

Form No. OGC-S-2018-11

5. Neither Party may assign any rights or obligations under this Agreement without prior written consent of the other Party.
6. Each individual execution this Agreement on behalf of any Party expressly represents and warrants that he/she has authority to do so, and thereby to bind Party on behalf of which/whom he/she signs, to the terms of this Agreement.
7. If any part of this Agreement is determined to be invalid, illegal, inoperative, or contrary to applicable law, statute, regulation, or University or Facility policies that part of the Agreement shall be reformed, if reasonably possible to comply with the applicable law, statute, or regulations and in any event, the remaining parts of the Agreement shall be fully effective and operative insofar as reasonably possible.
8. A waiver by either Party of the breach or violation of any provision of the Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the Agreement.
9. Neither Party shall be liable nor deemed to be in default for any delay or failure in performance under the Agreement or other interruption of service deemed resulting, directly or indirectly, from acts of God, acts of public enemy, war, accidents, fires, explosions, hurricanes, floods, failure of transportation, strikes or other work interruptions by wither Party's employees, or any similar cause beyond reasonable control of either Party.
10. This Agreement is entered into by and between the Parties hereto and for their benefit. Unless explicitly provided in this Agreement, there is no intent by either Party to create or establish third party beneficiary status or rights in any third party, and no such third party shall have any right to enforce any right or enjoy any benefit created or established under this Agreement.
11. Unless expressly provided herein, the Parties do not assume or become liable for any of the existing or future obligations, liabilities, or debt of the other.
12. This is the entire Agreement between the Parties and supersedes all prior agreements, proposals, or understandings, whether written or oral.

[Signatures on following page]

