

The Internship Program

University and Employer/ Employer/Sponsor
Agreement
The Career Center at Towson University
8000 York Road -Towson, Maryland 21252-0001
t.410-704-2233-f.410-704-3459



This Agreement between the Career Center at Towson University ("University") and _____ ("Employer/Sponsor") is made the _____ day of _____, _____.

Internships are a vital component for career development. The University seeks to enrich the education of Towson University students by providing experiential learning opportunities and job-related experiences. The Employer/Sponsor seeks economical and efficient resources to meet short-term and long-term staffing needs. Both University and Employer/Sponsor desire to develop productive and proven professionals by assisting with the intern's professional growth and development.

In consideration of the mutual terms and conditions herein contained, the University and the Employer/ Employer/Sponsor agree as follows:

1. Employer/Sponsor will provide academic, credit-worthy practical work experience, which is documented and approved by the University prior to placement, through which intern(s) may apply their classroom theory. The Employer/Sponsor will provide all the necessary equipment, materials, and facilities to provide the work experience for the student(s) and shall have the right to direct the work experience of the intern(s). The work experience must provide:
 - a) adequate training and supervision to ensure that the experience is a "learning experience"
 - b) a safe and productive working environment which will help foster professionalism and ethical business conduct
 - c) internship for an adequate number of hours and during an adequate time period to allow student interns to obtain academic credit for the work experience
2. The Employer/Sponsor will designate a staff person to serve as supervisor of the intern and as liaison to the University. The Career Center will require this person to complete a Mid-Semester Review Form and an Intern Evaluation Form provided by the University upon the conclusion of the student's internship experience, to assist the University in assessing the intern's professional growth and development.
3. The Employer/Sponsor will allow a University representative or faculty member to make at least one on-site visit per academic semester during normal working hours, and such additional on-site visits as may be reasonably requested by the University.
4. Should the Employer/Sponsor compensate the intern(s) for the work experience, the Employer/Sponsor will withhold federal and state taxes and pay the employer's share of social security, unemployment insurance and worker's compensation.
5. The University will assist in the establishment and promotion of credit-worthy experiences, arrangement of interviews, and other activities the University believes will advance the provision of academic credit-worthy internships to its students. The University will inform eligible students of internship opportunities, and provide the Employer with relevant information regarding potential interns, with the consent of the students. The University will designate a staff liaison to work with the Employer/Sponsor on internship opportunities provided to University students by Employer/Sponsor pursuant to this Agreement.
6. Any intern may terminate his or her internship at any time by giving two weeks' notice in writing to the Employer/Sponsor and the University. Either the Employer/Sponsor or the University may terminate an internship for cause, for such reasons as unsatisfactory performance, or excessive absenteeism. In addition, either the University or the Employer/Sponsor can terminate this Agreement because of the other party's violation of this Agreement.
7. The University and the Employer/Sponsor agree that neither will discriminate on the basis of age, sex, religious belief, race, color, national origin, physical handicap, marital status, or sexual orientation.
8. The contracting representative of each party warrants that he or she has full power and authority to bind his/her organization to the provisions of this Agreement.

The Career Center at Towson University

Employer/Sponsor

By: _____

By: _____

