



INTERNSHIP AGREEMENT FOR RISD STUDENTS AND INTERNSHIP SPONSORS

STUDENT AGREEMENT

In consideration for the opportunity to participate in an internship, I agree to the following:

- To fulfill all requirements of the internship position as established by my RISD Department Internship Advisor, my Department Head and the Organization's Internship Supervisor.
- To IMMEDIATELY report any problems to my RISD Department Internship Advisor, my Department Head and RISD's Career Center Internship Manager.
- **Release:** I (for myself, my heirs, successors, assigns and personal representatives) hereby release, indemnify and hold harmless RISD, its trustees, officers, employees, agents, and volunteers (collectively "Releasees") from and against any and all liability whatsoever for any damages, losses or injuries, including death, to persons or property or both, including but not limited to any claims, demands, actions, causes of action, damages, costs, expenses and attorneys' fees, which arise out of, during, or in connection with my participation in the internship, to the maximum extent permitted by applicable law. I agree to be solely responsible for any medical, health, or personal injury costs relating to my participation in the internship.
- **Assumption of Risk:** I understand, acknowledge, and represent that my participation in the activities associated with the internship may involve serious risk, including, but not limited to, risk of property damage, bodily injury, disease, infection, illness, permanent disability, paralysis, and death. These risks may result from participation in the internship, the acts of others, or the unavailability of emergency medical care or immediate response at my location. I knowingly and freely assume all such risks, both known and unknown, and assume full responsibility for my participation.

HEALTH AND ACCIDENT INSURANCE WHILE PARTICIPATING IN DOMESTIC INTERNSHIPS:

- RISD encourages you to review your current accident and health insurance policies and determine what coverage you may have, and what coverage you may feel you need, while participating in an internship in the United States.
- I understand and acknowledge that I am not an employee, official, or an agent of Rhode Island School of Design (RISD) by reason of my participation in an internship. As any person having an educational internship with this sponsoring organization, I understand that I will not be covered by the organization's insurance policy. In the event that I must perform my internship obligations for the internship organization remotely, I am responsible for my own workspace and will not hold RISD liable for injury or damage as a result of working remotely.
- To provide for the possibility that I am injured or injure someone while in the internship, I understand that it is prudent to acquire health or accident insurance for injuries to myself and to acquire liability insurance to protect against claims by other persons that I may injure.

HEALTH AND ACCIDENT INSURANCE WHILE PARTICIPATING IN INTERNATIONAL INTERNSHIPS:

- RISD encourages you to review your current accident and health insurance policies and determine what coverage you may have and what coverage you may feel you need while



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- participating in an internship outside of the United States. RISD has partnered with On Call International to launch the Global Assistance Program, a comprehensive travel risk management program offering services ranging from pre-trip planning to full-scale medical assistance and security evacuations. On-Call International has provided an online portal that houses basic information about your plan. To access it, visit: <https://mysearchlightportal.com> – Once at the site, enter the Group ID: 100105CPPD19 to review the plan.
- **IMPORTANT:** On Call International is a travel insurance plan and does not replace your existing medical insurance plan. Please do not cancel your primary U.S.-based medical insurance plan while you travel abroad.
- RISD also encourages all students participating in international internships to sign up for the US State Department Smart Traveler Enrollment Program (STEP) - <https://step.state.gov/step> for the relevant country/countries they will travel to. The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. Enrolling will allow you to receive important information from the Embassy about safety conditions in your destination country and help you make informed decisions about your travel plans.
- For all travelers outside the U.S., be sure you do your research and know what travel documents you will need, which may include a visa. Review information by country at - <https://travel.state.gov/content/passports/en/country.html> - You will find information on visa requirements, links to U.S. Consulates and other helpful information. VisaHQ also provides visa information by country at - <https://www.visahq.com/visas.php>

INTERNSHIP TERMINATION:

- It is agreed that if the internship is terminated after the one week trial period the student will receive no credit. If the internship is terminated within the add/drop period of the semester the student will be allowed to enroll in another course, if available.
- It is understood that there will be a one week trial period where either the intern or internship organization has the option to terminate the internship for any reason. Issues should be reported to the Student's RISD Department Head, the Student's RISD Internship Advisor, RISD's Career Center Internship Manager and the Organization's Supervisor.

REQUIREMENTS:

- I understand that during fall, spring or summer, the internship requires a minimum of 100 hours or approximately eight hours per week. Wintersession internships require a minimum of twenty hours per week (minimum of 100 hours total). (NOTE: Architecture students must work a total of 280 hours, typically for 35-40 hours per week for 7-8 weeks.)
- For remote internships, I have reviewed the Guidelines for Remote Internships - <https://careercenter.risd.edu/guidelines-remote-internships> - which are highly recommended for effective experiences. They will be taken into consideration during the review and approval of internship experiences for credit at RISD.



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- **INTERNATIONAL STUDENTS:** I understand that I must have Employment Authorization in the form of Curricular Practical Training before I begin working as an intern in the US. I may only work part-time (20 hours or less per week) while school is in session and may work full-time (more than 20 hours per week) during Wintersession and the summer. I also understand that if I am working remotely from my home country as an intern for a company in the U.S. and return to the U.S. during my remote internship that I must have CPT to continue working legally as an intern. If you have any questions about Employment Authorization and Curricular Practical Training contact [RISD OISS](#).
- I may request withdrawal from an internship by notifying my RISD Department Internship Advisor, my RISD Department Head and RISD's Career Center Internship Manager. Normal course withdrawal policies apply.
- If you have any questions about this registration form, refer to the [Student Internship FAQ](#).
- I have carefully read and understand the above Internship Agreement as it applies to me, including the waiver, release, and indemnification terms. I certify that I am eighteen (18) years of age or older, and that I am signing this agreement knowingly and voluntarily.

STUDENT SIGNATURE:

- Your electronic signature below acknowledges acceptance of this agreement and your understanding of the expectations and your commitment to the terms contained herein. You are representing the Rhode Island School of Design and yourself, and it is our expectation that you will do so with the highest level of professionalism.

INTERN SPONSOR AGREEMENT

INTERNSHIP ORGANIZATION EXPECTATIONS:

- It is agreed that the internship organization will refrain from offering the student employment that would interfere with or terminate the student's education at RISD.
- It is agreed that the internship organization will comply in every respect with all applicable State and Federal statutes, and that the Equal Employment Opportunity Act has been, and will continue to be, a fundamental principle at RISD as well as the Internship Organization, where employment actions are based upon personal capabilities and qualifications without unlawful discrimination because of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, genetics, or any other protected characteristic as established by law.
- It is agreed that the internship organization will comply with Curricular Practical Training (CPT) requirements of the U.S. Citizenship and Immigration Services for international students undertaking an internship in the United States.



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All Internships should adhere to the following criteria and provide:

- A formal job description featuring the title for the position, responsibilities, qualifications, start and end dates, hours per week and the naming of the specific internship supervisor and their title.
- Stated compensation (Paid, Stipend, Unpaid, Credit)
- Learning objectives relating to the professional goals of the student's academic coursework or interests.
- Real work for students with meaningful contributions to your operations.
- Orientation and training for the position, the department and your organization.
- Supervision and frequent feedback by a professional in the student's field of interest.
- Resources, equipment, technology, hardware, software and facilities to sufficiently support the student's work.
- Personal safety and a positive, professional environment for the student.
- For remote internships, RISD's Guidelines for Remote Internships - <https://careercenter.risd.edu/guidelines-remote-internships> - are highly recommended for effective experiences. They will be taken into consideration during the review and approval of internship experiences for credit at RISD.
- In no way should the student have to incur personal costs to develop or complete a project for the employer. Employers should cover costs or advance funds for costs associated with the internship, and rely on reimbursement of any costs by the intern only as a last resort.

STUDENT SAFETY:

- Insure that work conditions are safe and that the student works in a safe manner.
- Inform student in advance of any potential personal health or safety risk that may be inherent at the internship site. (This could include such risks as hazardous chemicals or materials, driving on behalf of the organization, safety of the location/neighborhood, security of the building, etc.)
- **PERSONAL PROTECTIVE EQUIPMENT:** (*In Internship sites which present exposure to hazards*): Make available to the student, for use at the internship site, all personal protective equipment, including gloves, masks and other supplies necessary to comply with health and safety laws and regulations, including OSHA standards as may be applicable, as appropriate to the student's internship participation.
- **ACCIDENTS:** Notify the Student's RISD Department Head, the Student' RISD Internship Advisor and RISD's Career Center Internship Manager, as soon as practical, of any accident or exposure to generally harmful conditions or medical treatment of any student while at the internship site.
- **REMOTE WORK:** The organization should clarify its remote-work policies, expectations, and safety requirements where students are required to work from locations other than the internship organization.

INTERNSHIP TERMINATION:

- It is agreed that there will be a one week trial period where either the intern or internship organization has the option to terminate the internship for any reason. Issues should be reported to the Student's RISD Department Head, the Student' RISD Internship Advisor, RISD's Career Center Internship Manager and the Organization's Supervisor.



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INTERN SPONSOR SIGNATURE:

When you approve the internship experience in the associated pop-up window and type in your name, you acknowledge acceptance of this agreement and your understanding of the expectations and your commitment to the terms contained herein, and the intention to be bound as a duly-authorized representative of the sponsoring organization.

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