



INTERNSHIP AGREEMENT FOR RISD STUDENTS

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 Rhode Island School of Design ("RISD") Department Internship Advisor, my Department Head, and my specific internship supervisor ("Supervisor").
- To IMMEDIATELY report any problems to my RISD Department Internship Advisor, my Department Head, and RISD's Career Center Internship Manager.

- **Release:**

I understand and acknowledge that my participation in the activities associated with my internship may involve serious risk, including but not limited to, risk of property damage, bodily injury, permanent disability, paralysis, and/or death. These risks may result from participation in the activity, the acts of others, or the unavailability of emergency medical care or immediate staff response. I knowingly and freely assume all such risks, both known and unknown, and assume full responsibility for my participation.

I understand that RISD also does not assume responsibility for any loss, injury, or damage to person or property in connection with my participation in the internship which results from causes beyond the control of and without fault of RISD.

- **Assumption of Risk:**

I (for myself, my parents, legal guardians, heirs, executors, administrators, and assigns) hereby release, indemnify, and hold harmless Rhode Island School of Design and its current and former trustees, directors, officers, managers, employees, agents, volunteers, insurers, reinsurers, attorneys, brokers, legal representatives, successors, personal representatives, heirs, assigns and all persons acting by, through, under, or in concert with them or any of them (collectively "Releasees") from and against any blame and liability whatsoever for any property damage, property loss, property theft, personal injury, death, claim, or any damage of any kind whatsoever, whether known or unknown, fixed or contingent, suspected or unsuspected, anticipated or unanticipated, arising from the alleged negligence of the Releasees or otherwise, which may arise out of or relate in any way to 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. **I HAVE CAREFULLY READ THIS RELEASE, FULLY UNDERSTAND ITS TERMS, FULLY UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT. NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS APART FROM THIS RELEASE HAVE BEEN MADE.**



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 or overseas.
- **Health Insurance & Emergency Assistance During International Travel:** RISD partners with International SOS and Cigna to provide comprehensive global security assistance and medical travel insurance while you are traveling. Even if you are graduating, you will have access to this plan throughout your summer internship. This coverage is supplementary. It is imperative that you do not cancel your primary U.S.-based medical insurance plan while you travel abroad. More information can be found here: <https://info.risd.edu/risk-management/#staff/faculty-international-travel>.

Before you depart, you should log into the International SOS RISD Portal. First go to: <https://info.risd.edu/risk-management/#staff/faculty-international-travel>. Review the information there and click on the 'International SOS RISD Portal' link where you can register for health and security email alerts that will be specific to the location of your internship. You can also review valuable, comprehensive and timely country-specific information prior to travel, and download an international membership card before your leave (click on the MEMBERSHIP I.D. icon on their website). We also recommend you download and register for the ISOS app: <https://www.internationalsos.com/subscriber/assistance-app> on your phone.

- **Additional Steps for Overseas Travel:** If you are a U.S. citizen travelling outside the U.S., you are encouraged to sign up for the U.S. State Department Smart Traveler Enrollment Program (STEP) for the relevant country. Register at: <https://step.state.gov/step/>. For all travelers outside the U.S., be sure to research and know what travel documents you will need, which may include a visa. Review travel information by country. You will find information on visa requirements, links to U.S. Consulates, and other helpful information by country: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>. Here is a visa information site by country: <https://www.visahq.com/visas.php>. Here is a helpful Traveler's Checklist to review: <http://travel.state.gov/content/passports/english/go/checklist.html>. If you have international travel questions, contact RISD's risk management office: <https://info.risd.edu/risk-management/> to review travel plans, risks, and concerns.
- I understand and acknowledge that I am not an employee, official, or an agent of Rhode Island School of Design by reason of my participation in an internship. As a 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.

INTERNSHIP TERMINATION:

- It is understood that there will be a one (1) week trial period where either the intern or sponsoring internship organization has the option to terminate the internship for any reason provided that the terminating party gives the other parties written notice within the trial period. 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 Supervisor.
- It is agreed that if the internship is terminated after the one (1) week trial period, then the student will not receive credit. If the internship is terminated within the add/drop period of the semester, then the student will be allowed to enroll in another course, if available.

REQUIREMENTS:

- I understand that during fall, spring, or summer, the internship requires a minimum of one hundred (100) hours or approximately eight (8) hours per week. Wintersession internships require a minimum of twenty (20) hours per week (minimum of 100 hours total). (NOTE: Architecture students must work a total of two hundred and eighty (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.
- Both the student and the employer supervisor will be notified to complete the [required evaluations](#) of the internship or experiential learning experience online through the ArtWorks platform near the conclusion of the experience.
- 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, please refer to the Student Internship FAQ.



- **INTERNATIONAL STUDENTS:** I understand that I must have Employment Authorization in the form of Curricular Practical Training (“CPT”) 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 ISSA.

STUDENT SIGNATURE:

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.

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.



RISD INTERNSHIP SPONSOR AGREEMENT

This Internship Agreement (hereinafter “**Agreement**”) is by and between Rhode Island School of Design, (“**RISD**”), **Student**, and **Sponsor**, (collectively RISD, Student, and Sponsor are the “**Parties**”).

Whereas, the Parties acknowledge that Student is enrolled at RISD and is pursuing the internship offered and supervised by Sponsor.

Whereas, Sponsor has provided 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 (“**Supervisor**”), stated compensation (paid, stipend, unpaid, or credit), and learning objectives related to the professional goals of the student’s academic coursework or interests.

Whereas, the purpose of this Agreement is for the furtherance of Student’s educational pursuits in collaboration with Sponsor. This Agreement is effective as of the date last executed in the signature block below (“**Effective Date**”).

1. STUDENT RESPONSIBILITIES

- a. Student agrees to comply with all policies, procedures, and rules established by RISD and Sponsor applicable to the internship. This includes all requirements set by RISD’s Department Internship Advisor, Department Head, and Supervisor and, for remote internships, RISD’s Guidelines for Remote Internships: <https://careercenter.risd.edu/guidelines-remote-internships>.
- b. Student agrees to immediately report any problems to Student’s Department Internship Advisor, Department Head, and RISD’s Career Center Internship Manager.
- c. Student agrees that RISD has no control over Student’s actions or the actions of others during the internship and cannot guarantee the Student’s safety during the internship. Student acknowledges and agrees that RISD is not responsible or liable for the actions of Sponsor.

2. SPONSOR RESPONSIBILITIES

- a. Sponsor agrees to provide Student with notice of applicable internship policies, procedures, and rules including remote-work policies, expectations, and safety requirements when students are required to work from locations other than the internship sponsor.



- b. Sponsor agrees to provide to Student appropriate orientation and training regarding the internship position, the department, and organization.
- c. Sponsor agrees to provide a suitable, safe, and secure working environment for Student by:
 - i. Informing Student in advance of any potential personal health or safety risks that may be inherent at the internship site such as hazardous chemicals or materials, driving on behalf of the organization, safety of the location/neighborhood, security of the building, etc.;
 - ii. Providing (at internships which present exposures to hazard) 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 and appropriate to Student's internship participation;
 - iii. Notifying Student's RISD Department Head, 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; and
 - iv. Providing resources, equipment, technology, hardware, software and facilities to sufficiently support the student's work;
- d. Sponsor agrees to refrain from offering the student employment that would interfere with or terminate the student's education at RISD.
- e. Sponsor agrees that to comply in every respect with any and all applicable State and Federal statutes. Further, it is agreed that the Equal Employment Opportunity Act has been, and will continue to be, a fundamental principle at RISD as well as Sponsor's 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. Additionally, Sponsor agrees to 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.
- f. Sponsor agrees to accept the primary responsibility for supervision and control of the Student at the internship site. Sponsor acknowledges and agrees that RISD is not responsible or liable for the actions of Student.
- g. Both the student and the employer supervisor will be notified to complete the [required evaluations](#) of the internship or experiential learning experience online through the ArtWorks platform near the conclusion of the experience.

3. INTERNSHIP TERMINATION



The Parties agreed that there will be a one (1) week trial period where either the Student or Sponsor may terminate the internship for any reason provided that the terminating party gives the other parties written notice within the trial period. Issues should be reported to the Student's RISD Department Head, the Student's RISD Internship Advisor, RISD's Career Center Internship Manager, and Supervisor.

4. PAYMENT

Unless otherwise agreed by in writing between any of the parties, there are no goods, services, and/or money funds exchanged in consideration of this Agreement. Further, neither Student nor RISD shall personally incur personal costs to develop or complete a project for Sponsor during the course of this internship.

5. GOVERNING LAW

The terms of this Agreement will be governed and construed in accordance with the laws of the State of Rhode Island without regard to its conflict of laws rules. Each party agrees and consents to personal jurisdiction and service and venue in any federal or state court within Rhode Island having subject matter jurisdiction for purposes of any action, suit, or proceeding arising out of or related to this Agreement. The covenants of this Agreement shall be severable, and if any of them is held to be invalid because of its duration, scope, or other reason, the Parties agree that such covenant shall be adjusted or modified to the extent necessary to cure the invalidity, the modification to be enforceable as if originally made.

6. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior agreements, understandings, commitments, and discussions with respect thereto, whether oral or written. This Agreement may be amended or modified only by mutual, written agreement in writing. The Parties, without invalidating the Agreement, may agree to additional, written appendices revising the scope and responsibilities of the parties, provided that the revisions do not significantly change the existing scope, responsibilities, and payments described in the Agreement. This Agreement may be executed in counterparts, each of which shall be deemed an original and such counterparts shall together constitute one and the same agreement effective when counterparts have been signed and delivered by each party. The counterparts may be executed and delivered by facsimile or other electronic signature by either party and the receiving party may rely on the receipt of such document executed and delivered electronically as if the original has been received.