



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 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 & 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 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, log into the International SOS RISD Portal - <https://www.internationalsos.com/MasterPortal/default.aspx?membnum=398GDA948845> to register for health and security email alerts and review valuable, comprehensive and timely country-specific information, and download an international membership card (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. In addition



to the services that International SOS can provide, RISD has a team available to assist our travelers in the event of any emergency or incident overseas. All travelers are encouraged to contact Public Safety 401-454-6666 if they require additional support or assistance.

- 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 you do your 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.

SUMMER 2022 INTERNSHIP TRAVEL PROTOCOLS:

- RISD-sponsored domestic travel is permitted. Starting April 11, 2022, RISD-sponsored international travel is permitted. RISD students must check COVID-19 policies, vaccination levels, and community spread levels for the intended destination prior to booking travel. Here are COVID-19 Travel Recommendations by Destination from the CDC - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html> RISD travelers should maintain awareness of their destination country's policies and spread levels prior to and during travel. You must follow the RISD COVID Protocols that exist at the time of your internship experience, and you may be required to follow other COVID protocols local to your internship. RISD reserves the right to add, remove, or modify COVID Protocols based on updated information. 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.

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.
- **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.



INTERNSHIP AGREEMENT FOR RISD INTERNSHIP SPONSORS

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.

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.