



AHMANSON VETERAN FELLOWSHIP
INTERNSHIP – LEARNING AGREEMENT FORM

This agreement is a contractual agreement between three parties - *the student, Whittier College, and the internship site location*. All parties **MUST** uphold this agreement. If one party does not uphold the contractual agreement, the agreement will become invalid. If agreed upon terms change throughout the term of the agreement, all parties have the right to terminate this agreement.

STUDENT INFORMATION

Last Name: _____ First Name: _____ MI: _____

(Local Home – Street Address, City, State, Zip Code)

Phone: _____ Email: _____

Major(s): _____ Minor(s): _____

Class Level: Sophomore Junior Senior

Gender: Female Male Non-Binary

INTERNSHIP SITE INFORMATION

Company/Organization: _____ For-profit Non-profit

Address: _____
(Street Address, City, State, Zip Code)

SITE SUPERVISOR:

Name: _____ Title: _____

Phone: _____ Email: _____

INTERNSHIP POSITION DESCRIPTION: PLEASE ATTACH A DETAILED INTERNSHIP DESCRIPTION

WORK ENVIRONMENT (Please categorize the environment of the internship by choosing one listed below):

- Category A High Risk (i.e. operate high powered machinery, located in a high crime neighborhood)
- Category B Medium Risk (i.e. working with children or the elderly, background check necessary)
- Category C Low Risk (i.e. telecommuting, office work)

BACKGROUND CHECK REQUIRED: *Yes No *If yes, what kind of background check is necessary?

*Will the student be responsible for paying for the background check? Yes No

PERIOD OF PARTICIPATION: (check one) Fall Spring Summer Year: _____

Start Date: _____ Ending Date: _____ Total Hours of Experience: _____

COMPENSATION: \$ _____/hr. Other \$ _____ Unpaid

MEASURABLE LEARNING OBJECTIVES

These learning objectives will become the strategic plan for what the student intends to learn during the internship. These objectives form a written agreement negotiated between the student, the internship worksite supervisor, and the fellowship adviser. The objectives form a written plan to direct, manage and reflect on the learning process – the core of the internship. These learning objectives will be used to evaluate the student’s progress toward and accomplishment of the intended learning outcomes.

Instructions:

- Create three measurable learning objectives that will reflect your goals and objectives for the term.
- Provide a copy of your learning objectives to your fellowship advisor.
- Refer to “Creating Measurable Learning Objectives” worksheet for required format.

Measurable Learning Objectives

1. What you intend to learn (using action words)

2. How you will learn it and what activities, tools, resources or experiences you will use (using action words)

3. How you will be able to tangibly verify the accomplishment of the objective (using action words)

4. When the objective is to be completed

Internship Site Supervisor:

I have reviewed the attached Learning Objectives. I agree that these are realistic and achievable within the context of this internship. I will utilize these learning objectives in my evaluation of this student intern.

Signature

Printed Name

_____/_____/_____
Date

Student:

I have discussed the Learning Objectives with my internship supervisor; and will utilize them to structure my internship and to evaluate my learning.

Signature

Printed Name

_____/_____/_____
Date

Both the Learning Agreement and Learning Objectives must be submitted to your fellowship advisor prior to documenting any internship hours.

STUDENT STATEMENT OF UNDERSTANDING & RELEASE

Whittier College seeks to provide safe, supervised and academically enriching Internship and Community Based Learning opportunities for students. To reduce the possibility of injury, damage and liability exposure, the College has developed policies and procedures to reduce the risk to the institution and to students participating in such programs. Whittier College itself does not control the day-to-day manner in which an Internship or Community Based Learning site and/or its service opportunities are structured or operated. The College does not knowingly approve internships or service opportunities that impose undue risks to students. I understand that if I choose to participate in an Internship or Community Based Learning project, I do so at my own risk.

- 1. College Liability Coverage, Health Insurance & Worker's Compensation:** I understand that when I participate in an experiential learning activity, I am covered by Whittier College liability insurance ONLY during the duration of the term if I enroll in an academic course to receive credit for an Internship and I complete all course assignments and attend each class. I also understand liability insurance is not the same as health insurance and that should I need medical care, my personal health insurance will be needed to cover medical expenses. I understand if I accept an unpaid internship position, I should consult with the organization to determine whether I will be covered by their Worker's Compensation policy. I understand Whittier College will NOT cover me under their Worker's Compensation policy if I am in an unpaid internship.
- 2. Student Safety & Personal Risk:** I understand that I must be pro-active and discuss any potential personal, health or safety risks that may be inherent in an Internship or Community Based Learning opportunity with the company or organization that is offering the experience. If I have any concerns regarding my safety, I will contact the organization's Human Resources Department, follow their procedures for lodging a complaint, AND notify the Assistant Director, Center for Career and Professional Development and/or instructor of the academic course.
- 3. Hold Harmless & Indemnification Agreement:** I understand that I am advised NOT to sign a "hold harmless and indemnification" agreement with any off-campus host organization or company.
- 4. Working as an Independent Contractor:** I understand that I should not participate in internships and/or Community Based Learning experiences that require me to be self-employed or to work as an "Independent Contractor." In most cases, Independent Contractor agreements do not meet acceptable criteria for experiential learning activities. In addition, independent contract status may make me responsible for paying all employment-related taxes.
- 5. Traveling & Transportation of Others:** I understand that I personally assume the risk of my travel to and from the location of my Internship or Community Based Learning site. I understand that as an intern or service volunteer I am not to transport other individuals (adults or children) for the company/organization either in my own vehicle or in a vehicle provided by the company or organization.
- 6. Student Conduct:** I understand that as a student enrolled at Whittier College and participating in an internship or other Community Based Learning experience facility by the College, I am bound by all College rules and regulations pertaining to student conduct, including but not limited to, the *Student Code of Rights and Responsibilities*. If I am found to be in violation of the Student Code, or makes false allegations in order to receive a passing grade, I may be referred to the Student Conduct Board for review.
- 7. Fellowship Requirements:** I understand that in order to receive full fellowship benefits, I am to complete ALL assignments and attend EVERY required workshop/class. I am also required to discuss my experience opportunity with my fellowship advisor and Career Center counselor; and to submit a report about my fellowship/internship experience at the completion of my fellowship/internship.
- 8. International Students:** I understand that International students attending Whittier College on student visas (F-1) and some exchange students (J-1) may participate in academically/career related work activities (internships, fieldwork) through Curricular Practical Training (CPT). Additional documentation and approval by the College International Student Advisor and enrollment in the appropriate course for academic credit is required prior to starting any off-campus paid or unpaid position.

Release Statement: *I have read and understand the statements listed above. In choosing to participate in any experiential learning activity, I further understand that Whittier College cannot be held liable for my actions while at the off-campus Internship or Community Based Learning site (hereafter referred to as "site"). Therefore, I hereby release, hold harmless and forever discharge Whittier College and its ensured entities (hereinafter collectively referred to as the "College") from all claims, causes of action, or demands of every kind which I may have in the future or that any person claiming through me may have in the future against the College by reason of any injury to person or property, or death, in connection with my participation in an Internship or other Community Based Learning activity. Further, I agree to indemnify the College for liability arising solely from my acts or omissions, and I assume the risk of traveling to and from the site.*

- By checking here, I confirm my health insurance is up-to-date and current. My insurance provider is _____
- By checking here, I confirm I have read the harassment policy AND the background check procedure provided me by the Fellowship Advisor

In signing this Agreement, I acknowledge that I have read it and understand it, I agree to be legally bound by it and that I sign it voluntarily.

Signature

Printed Name

Date ____/____/____

INTERNSHIP/COMMUNITY-BASED LEARNING SPONSOR AGREEMENT

Whittier College believes internships and community based learning experiences are an integral part of the undergraduate liberal education experience and we value partnerships with businesses, government agencies and non-profit community organizations committed to student learning.

As the representative of _____ (Name of Organization), we agree to the following responsibilities in order to ensure that a Whittier College student intern/volunteer will have a quality learning experience with our campus/organization.

We agree that *(please initial each line to indicate you have read the corresponding section)*:

_____ The internship and/or community based learning experience is a practical, applied learning experience that relates to the student's academic studies and/or to a professional field where an undergraduate liberal arts student's education would be utilized.

_____ The internship and/or community based learning experience provides a student with professionally-oriented activities and/or projects that are completed under the supervision of a site employee (who could be the site supervisor) who has expertise in the specific type of assignments/projects in which the student will be engaged.

_____ Whittier College seeks to provide students with safe off-campus experiences. Off-campus organizations, including all employees, contract workers, and volunteers of the organization, are expected to conform to Federal and State laws regarding discrimination and harassment. In seeking to uphold Whittier College's own responsibilities to our students when entering into an agreement such as this, it is up to the discretion of the College as to whether an off-campus site is unsafe, and does not conform to rules and regulations consistent with the Whittier College Employee Handbook. A copy of Whittier College's policy regarding harassment and off-campus experiences is included in Page 5 of this document and should be read in its entirety.

_____ Whittier College seeks to assist students in protecting themselves and advises them not to sign a "hold harmless and indemnification" agreement with any off-campus host organization or company. Students are advised not to carry any passengers (clients/service recipients/children) in their own vehicles. Likewise, students are counseled to inquire about any potential personal health or safety risk that may be inherent in an off-campus experience.

_____ Whittier College students participating in an experiential learning activity shall be covered by the organization's liability insurance for an internship, fieldwork or practicum or another form of community-based learning AND only while acting within the scope of their assigned duties/responsibilities.

_____ The student will receive adequate orientation/training at the beginning of the internship/community-based learning experience, on-going direction and supervision, ensuring positive outcomes for both the student and the sponsoring company/organization. In order for a student to be an effective part of an organization, site employees (who could be the Faculty sponsors/site supervisor) will provide students with an initial orientation related to their duties, organization/company policies, and work-related safety training that any staff member/employee would receive.

_____ Students should be expected to submit a cover letter and resume for internship positions in addition to any application required through company procedures. Students should be expected to participate in an interview with the appropriate company/organization individual(s) as part of the learning and selection process.

_____ PAID INTERNSHIP SITES ONLY: Whittier College will not cover a student intern for Worker's Compensation. Please add the student intern to the company's sponsored group insurance policy. If you do not add the student, please inform the student of this situation when offering them the position, so they can make an informed decision.

_____ All organizations are advised to consult the state Division of Labor Standards Enforcement (DLSE), which enforces wage-and hour laws in California and Federal labor standards, before developing and offering unpaid/volunteer internship positions.

_____ This agreement can be terminated at any time, by either the organization or the College, for any reason.

On behalf of (Name of Organization) _____, we acknowledge the above statement and agree to provide this internship/community based learning opportunity for a Whittier College student.

Signature

Printed Name

____/____/____
Date

WHITTIER COLLEGE'S COVID-19 POLICY

The COVID-19 vaccine and booster are required of all Whittier College faculty, staff, and contracted workers.

Acceptable proof of full COVID-19 vaccination includes a scanned copy or photo of your vaccination card (which includes the name of the person vaccinated, type of COVID-19 vaccination provided, lot number, clinic site, and date the last dose was administered) or documentation of full vaccination against COVID-19 from a healthcare provider (which includes the name of the person vaccinated and confirms that the person is fully vaccinated against COVID-19).

The vaccine policy was adopted to safeguard the health and wellbeing of employees, students, and their families, as well as visitors to campus and the local community. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention, public health, and licensing authorities, as applicable.

- Whittier College accepts any vaccine approved or authorized for use by the U.S. Food and Drug Administration (FDA) or the World Health Organization (WHO).
- To be considered fully vaccinated, the final dose of any vaccine must be completed two weeks prior to employment or student deadlines.

Any student who is unable or unwilling to receive an FDA-approved or authorized COVID-19 vaccine (for students in the U.S.) or the WHO Emergency Use Listing (for students outside the U.S.) due to a disability or sincerely held religious practice, belief, or observance, may request an exemption to this policy by contacting the Health and Wellness Center.

Students who request an exemption from the COVID-19 vaccine requirement must participate in regular **COVID-19 testing** while their application is under review.

In addition to the mandatory COVID-19 vaccine, full-time undergraduate students must comply with all Whittier College healthcare requirements including other vaccines.

Undergraduate and returning graduate students who have not submitted their proof of vaccination or received approval for exemption will not be permitted to participate in classes or extracurricular activities or athletics.

Unvaccinated Individuals

Individuals who receive an exemption from the COVID-19 vaccine requirement will be required to undergo regular COVID-19 testing, remain masked indoors, and complete a remote health screening whenever accessing campus.

Domestic Students

Students residing in the United States should submit their documentation to the Student Health and Wellness Center via the health portal. All medical information submitted in the course of the COVID-19 Vaccination Program will be kept in a separate confidential file in the Student Health and Wellness Center.

International Students

Students traveling to Whittier from another country or location where they may not have had an opportunity to be vaccinated prior to their arrival on campus can contact the Student Health and Wellness Center to receive assistance with access to the vaccine.

For individuals who have been vaccinated in another country, Whittier will accept immunization records for all vaccines recognized by local public health officials, in accordance with guidance from the U.S. Centers for Disease Control and Prevention. Presently this includes vaccines authorized for use by the World Health Organization.

International students who received a partial dosage (incomplete series) of a vaccine not offered in the United States, such as AztraZeneca, are advised to re-vaccinate with a U.S.-approved vaccine at least 28 days after receiving the original dosage abroad.

WHITTIER COLLEGE'S NOTICE OF NONDISCRIMINATION

Whittier College admits students of any race, color, national or ethnic origin, sex, disability or age to all the rights, privileges, and activities generally accorded or made available to students at the school. It prohibits discrimination and harassment on the basis of race, color, creed or religion, national/ethnic origin, marital status, age, sex, sexual orientation, gender identity/gender expression, military status, and disability in the school environment, including all academic, extra-curricular, school-sponsored activities, administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

WHITTIER COLLEGE'S SEXUAL MISCONDUCT POLICY

Whittier College is committed to providing an educational and employment setting that is respectful and will not tolerate sexual misconduct, including bullying (sex or gender-based), dating violence, domestic violence, harm to others (sex or gender-based), hazing (sex or gender-based), non-consensual sexual contact (or attempts), sexual assault (or attempts), sexual exploitation, sexual harassment, and stalking. Please refer to the full policy at: www.whittier.edu/SMAP, for detailed information on prohibited conduct and investigative/adjudicative procedures and sanctions.

Whittier College encourages reports of all sexual misconduct, regardless of who engaged in the conduct. Even if the College does not have jurisdiction over the Complainant or Respondent, the College will use its best efforts to provide for the safety of the Complainant and campus community.

PROCESS FOR REPORTING FOR STUDENTS AT INTERNSHIP AND SERVICE LEARNING SITES

Students that have experienced discrimination/harassment/sexual misconduct while at an internship or service learning site are strongly encouraged to take the following steps:

1. Notify the Human Resources department or representative at their internship or service learning site;
2. Notify the Director of Veteran Services (Mariacristina Navaja, mnavaja@whittier.edu or 562.907.4234); and
3. Notify the Whittier College Title IX Deputy Coordinator (Cynthia Joseph, at cjoseph@whittier.edu or 562.907.4830) or Title IX Coordinator (Lafayette Baker, at lbaker@whittier.edu or 562.907.5028).

If the Director of Veteran Services is notified first, they will work to ensure the student's safety and immediately notify the Title IX Deputy Coordinator or the Title IX Coordinator. In the rare instances that the Whittier College Title IX Deputy Coordinator, Title IX Coordinator, and Director of Veteran Services are not available, students can report discrimination/harassment/sexual misconduct to the Whittier College representatives acting in their places by contacting The Dean of Students Office at 562.907.4898, or Human Resources at 562.907.4208.

The Title IX Deputy Coordinator and Title IX Coordinator (or designee) will meet with the student to determine how to end the discrimination/harassment/sexual misconduct, prohibit its recurrence, and remedy the effects upon the victim and community. S/he will:

1. Safeguard the student's safety and safety of the community;
2. Provide resources student to remedy any effects of the discrimination/harassment/sexual misconduct, including supportive services, advising services, medical services, police, academic accommodations, and legal resources;
3. Contact the Human Resources department or representative at the student's internship or service learning site to make sure that they have followed their policies to end the discrimination/harassment/sexual misconduct and prohibit its recurrence;
4. Work with the student and Director of Veteran Services to determine if it is appropriate for the student to return to the internship or service learning site and discuss appropriate accommodations so that the student experiences no penalty as a result of their report;
5. Work with the Director of Veteran Services to determine if the internship or service learning site has prevented the recurrence of the discrimination/harassment/sexual misconduct and should be utilized in the future or removed from the internship database; and
6. Follow the process for investigation noted in the appropriate Whittier College Student, Staff, or Faculty policy if the student's report is about conduct committed by a Whittier College student, staff, or faculty member.

If the Title IX Deputy Coordinator and Title IX Coordinator (or designee), Director of Veteran Services, and student determine that it is not appropriate to return to the internship or service learning site, the following guidelines should be followed:

1. The student will be assisted in finding another relevant internship experience. This will be done in conjunction with the Fellowship Adviser and Career Center Counselor.
2. When a new internship or assignment has been determined, the Director of Veteran Services create updated documentation that will outline the new internship the student will complete or an equivalent assignment the student will complete in order to fulfill Fellowship requirements. The student's file in the Veteran Resource Center will be updated to reflect this.
3. This document will be signed by both the Director of Veteran Services and the student so it is clear to all parties what needs to be done in order for the student to earn the Fellowship award.

Please print and sign to indicate that you have read the COVID-19 Policy, Notice of Nondiscrimination, Sexual Misconduct Policy, and Process for Reporting:

Site Supervisor – Print Name

Director of Veteran Services – Print Name

Student Print Name

Site Supervisor – Signature

Director of Veteran Services – Signature

Student – Signature