

RADFORD UNIVERSITY INTERNSHIP AGREEMENT

STUDENT INTERN INFORMATION

Name: _____ ID#: _____ Cumulative GPA: _____

Address: _____

E-mail: _____



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Treasury, Division of Risk Management. This coverage extends to those students who act within the scope of their approved course internship activities. Activities outside the approved scope and acts of negligence are not covered.

- 3. Personal Injury Statement: I acknowledge the benefits received from my experience as a Student Intern and in consideration thereof, I agree to indemnify and hold Radford University harmless from any and all claims of injury to myself or any other person and/or damage to any property arising from or connected with my internship at the Agency named above.

E. TERMS OF AGREEMENT

- 1. This Agreement becomes effective on the date of acceptance and signature by the University, the Student Intern, and the Agency. Cancellation or modifications must be put in writing and, except in extraordinary circumstances, should not affect a Student Intern currently serving in an internship position.

This Agreement shall be in effect for the following period: Begin Date: _____ End Date: _____

- 2. This Agreement is not to be construed as an employment contract or promise of future employment.
- 3. This Agreement shall remain in effect beyond the end date specified above if the Student Intern is unable to complete the required hours by the end date and the University and the Agency agree that the Student Intern may complete the required hours after the end date.

F. STATEMENT OF EQUAL OPPORTUNITY

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries about this policy may be directed to the Executive Director of Human Resources, 600 Tyler Avenue. Telephone: voice (540) 831-5008; hearing impaired (540) 831-5128.

Agency certifies that it is an equal opportunity employer by signing below.



SIGNATURES

WITNESSTH that the Internship Agency, the University, and the Student Intern in consideration of mutual covenants, promises and agreement herein contained, agree to the provisions as stated.

Student Intern _____

Date: _____

Agency Representative _____

Date:  _____

University Faculty Internship Supervisor _____

Date: _____

Department Chair or Department Academic Internship Coordinator _____



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INTERNSHIP AGREEMENT PROCEDURES [ID PC-004-IA]

EFFECTIVE JULY 2013

PROCEDURES AND DISTRIBUTION OF INTERNSHIP AGREEMENT:

- A. ANY CHANGES TO THE OFFICE OF ATTORNEY GENERAL (OAG) APPROVED RADFORD UNIVERSITY INTERNSHIP AGREEMENT MUST RECEIVE PRIOR APPROVAL BY THE DIRECTOR OF PROCUREMENT AND CONTRACTS, OR DESIGNEE, BEFORE PROCEEDING TO NEXT STEP. CONTACT PROCUREMENT AND CONTRACTS (540) 831-5419.

- B. ACADEMIC AREA (COLLEGE/DEPARTMENT) PROVIDES INTERNSHIP AGREEMENT TO STUDENT INTERN
 - 1) STUDENT INTERN COMPLETES INTERNSHIP AGREEMENT
 - 2) STUDENT INTERN OBTAINS APPROVAL FROM ACADEMIC AREA TO SEEK APPROVAL OF THE AGENCY
 - 3) STUDENT INTERN SIGNS INTERNSHIP AGREEMENT
 - 4) STUDENT INTERN OBTAINS SIGNATURE OF AGENCY REPRESENTATIVE
 - 5) STUDENT INTERN RETURNS COMPLETED INTERNSHIP AGREEMENT TO ACADEMIC AREA (COLLEGE/DEPARTMENT)
 - 6) UNIVERSITY FACULTY INTERNSHIP SUPERVISOR SIGNS INTERNSHIP AGREEMENT

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ADDENDUM

The following are Radford University Nutrition and Dietetics program specific policies for Field Experience:

Program Specific Policies

1. The student is responsible for locating and securing a potential field experience site consistent with their interests and goals and related to foods, nutrition, and dietetics. The faculty instructor has final approval of the desired site. Students are encouraged to register for the “Handshake” platform available through the Center for Career and Talent Development and use it to make connections to suitable agencies.
 2. Field Experience sites should provide the student opportunity to observe Nutrition and Dietetics related practice in one or more of the following domains:
 - a. Scientific and Evidence Base of Practice: Integration of scientific Nutrition and Dietetics related information and translation of research into practice.
 - b. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist
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