

|  |   |
|--|---|
| <b>Is your organization a US publicly traded company, a US national laboratory or a US direct government agency?</b>   | Yes                      No   |
| <b>What is your title and role at this company?</b>  |   |
| <b>How long has the company been in business?</b>  |   |
| <b>What is your company's website?</b>   |   |
| <b>What is the company's EIN?</b>  |   |
| <b>Does your company provide workers' compensation and other protections to interns?</b>   | Yes                      No   |
| <b>Does your company have anti-harassment, nondiscrimination, equal opportunity and similar policies, procedures and reporting mechanisms?</b>   | Yes                      No   |
| <b>What is the physical work address for the intern?</b>   | Street Address, City, State, Zip Code   |
| <b>Is remote work available for interns?</b>   | Yes, 100 % work from home<br><br>No, 100 % in-office<br><br>Hybrid  |
| <b>If your organization works out of a private residence, is there a separate area dedicated solely to work?</b>   | Yes, dedicated area in a residence<br><br>No, no dedicated area in a residence<br><br>N/A, work is performed in an office building      |
| <b>If the experience is an unpaid internship, does it meet FLSA's requirements?</b><br><a href="https://www.dol.gov/whd/regs/compliance/whdfs71.htm">https://www.dol.gov/whd/regs/compliance/whdfs71.htm</a><br><b>Unpaid internships can put a financial hardship on students and limit your intern candidate pool.</b> | The unpaid internship meets FLSA standards<br><br>The unpaid internship does not meet FLSA standards<br><br>N/A, the internship is paid |
| <b>How is the intern's supervisor qualified in the duties which the intern will perform? Ex: the student is a computer scientist and the supervisor has a solid background in programming, debugging, etc.</b>   |   |
| <b>What additional guidance and educational components will the student receive?</b>   |   |
| <b>Do you or your company have any affiliation with ASU faculty or staff? If so, please list their names, title/department and contact information.</b>  |   |
| <b>How does your company find interns?</b>   |   |

Agreement Details

Enter the contact information for the primary point-of-contact person AND authorized signature for this agreement.

| COMPANY DETAILS  |                                   |   |   | ASU DETAILS                   |  |
|--|-----------------------------------|---|---|-------------------------------|--|
| <b>Company Name:</b>   |                                   |   |   | <b>College/School or ASU:</b> |  |
| <b>Type of Agreement:</b><br><small>(check all that apply)</small> |                                   |   |   | <b>Program Name:</b>          |  |
| <input type="checkbox"/> Unpaid SPA                                | <input type="checkbox"/> Paid SPA | <input type="checkbox"/> Sponsor's Agrmt.       | <input type="checkbox"/> Addendum             | <b>Contact Name:</b>          |  |
| <b>Agreement Term:</b><br><small>(maximum 5-year period)</small>   |                                   | <b>Start Date:</b><br><small>MM/DD/YYYY</small> | <b>End Date:</b><br><small>MM/DD/YYYY</small> | <b>Title:</b>                 |  |
| <b>Street Address 1:</b>   |                                   |   |   | <b>TEL:</b>                   |  |
| <b>Street Address 2:</b>   |                                   |   |   | <b>URL:</b>                   |  |
| <b>City/ST/ZIP:</b>  |                                   |   |   |                               |  |
|  | <small>City</small>               | <small>State</small>                            | <small>ZIP</small>                            |                               |  |
| <b>Contact Name:</b>   |                                   |   |   |                               |  |
| <b>Title:</b>  |                                   |   |   |                               |  |
| <b>E-mail:</b>   |                                   |   |   |                               |  |
| <b>TEL:</b>  |                                   |   |   |                               |  |
| <b>URL:</b>  |                                   |   |   |                               |  |

Provide a brief description of the educational opportunity (i.e. what the student will be doing). This description should provide readers with a solid understanding of the academic experience students will receive.

|                                 |  |
|---------------------------------|--|
| <b>Educational Opportunity:</b> |  |
|---------------------------------|--|



# PAID INTERNSHIP AGREEMENT

This Paid Internship Agreement (“Agreement”) is entered into between the **ARIZONA BOARD OF REGENTS** for and on behalf of **ARIZONA STATE UNIVERSITY** (the “University”) and the “Employer” (as defined below) as of the “Start Date.”

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**UNIVERSITY COLLEGE/DEPARTMENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

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Printed: \_\_\_\_\_

Title: \_\_\_\_\_

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Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## 1. DURATION

The duration, or term, of this Agreement shall be for the designated number of years and months as agreed upon below, not to exceed five (5) years, commencing on the State Date. This Agreement may be renewed by written agreement of the parties. The parties may revise or modify this Agreement only by a written amendment signed by both parties.

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Notwithstanding the above, either party may terminate this Agreement by providing at least thirty (30) days prior written notice to the other party, except that to the extent a student is currently participating in an educational experience contemplated by this Agreement at the time of receipt of the termination notice, the parties shall comply with such applicable provisions in the Agreement to allow such student to complete the educational experience provided such completion does not extend beyond one hundred twenty (120) days from the date of receipt of such notice. The parties may revise or modify this Agreement only by a written amendment signed by both parties.

## 2. GENERAL TERMS

- 2.1. The purpose of this Agreement is to establish a relationship between the University and the Employer to enable an educational experience for University students (“students”) at Employer’s site that may qualify for University academic credit as determined by University.
- 2.2. The University and the Employer will agree on a schedule for students’ participation at the Employer.
- 2.3. Students’ participation should complement the commercial and educational activities of the Employer. Student will be under the supervision of the Employer.
- 2.4. Student is expected to perform with high standards at all times and comply with all written policies and regulations of the appropriate department of the Employer.
- 2.5. Either the Employer or the University may require the withdrawal or dismissal of any student if his/her performance record or conduct does not justify continuance.
- 2.6. Neither the University nor the Employer is obligated to provide for student’s transportation to and from the Employer or for health insurance for the student.
- 2.7. A meeting or telephone conference between representatives of the University and the Employer will occur at least once each semester to evaluate the educational program and review this Agreement.
- 2.8. Statements of performance objectives for this educational experience will be the joint responsibility of University and Employer personnel.
- 2.9. Student must adhere to the Employer’s established dress and performance standards.

## 3. EMPLOYER’S OBLIGATIONS

- 3.1. Employer agrees to appoint an Educational Coordinator who is responsible for the educational activities and supervision of Student.
- 3.2. The Employer agrees to submit to the University an evaluation of student’s progress. The format for the evaluation is established by the University in consultation with the Employer.
- 3.3. The Employer is responsible for the acts and omissions of its employees and agents and must maintain adequate insurance (which may include a bona fide self-insurance program) to cover any liability arising from the acts and omissions of the Employer’s employees and agents. The Employer is not responsible for maintaining insurance to cover liability arising from the acts and omissions of the employees and agents of the University. Upon written request, Employer will furnish University with proper certificates of insurance evidencing compliance with this section.
- 3.4. Nothing in this Agreement is intended to modify, impair, destroy, or otherwise affect any common law, or statutory right to indemnity, or contribution that the University may have against the Employer by reason of any act or omission of the Employer or the Employer’s employees and agents.
- 3.5. Employer will hire the students as its temporary employees. The scope of students’ work and the agreed upon compensation will be documented on an individual basis for each student.
- 3.6. Employer may require the students to agree to Employer’s standard employee confidentiality and/or intellectual property agreements before starting work. Employer agrees not to require students to sign any non-compete agreement.

#### 4. UNIVERSITY'S OBLIGATIONS

4.1. The University will provide an administrative framework, including designating a University faculty or other representatives to coordinate scheduling, provide course information and objectives, and assist in advising student.

4.2. The University is responsible for the acts and omissions of its employees and agents and maintains insurance coverage through the State of Arizona's Risk Management Division self-insurance program to cover liabilities arising from the acts and omissions of the University's employees and agents participating under this Agreement except as provided for in Arizona law, including Arizona Revised Statutes (ARS) [ARS §12-820.05](#) and [41-621\(L\)](#). The University is not responsible for maintaining insurance coverage for liability arising from the acts and omissions of the Employer's employees and agents. Upon written request, University will furnish Employer with reasonable documentation evidencing compliance with this section.

#### 5. UNIVERSITY AND STATE REQUIRED PROVISIONS

5.1. **Nondiscrimination.** The parties will comply with all applicable laws, rules, regulations, and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act. **If applicable, the parties will abide by the requirements of 41 CFR §§ 60- 1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.**

5.2. **Conflict of Interest.** If within 3 years after the execution of this Agreement, Employer hires as an employee or agent any ASU representative who was significantly involved in negotiating, securing, drafting, or creating this Agreement, then ASU may cancel this Agreement as provided in Arizona Revised Statutes (ARS) § 38-511. Notice is also given of ARS §§ 41-2517 and 41-753.

5.3. **Arbitration in Superior Court.** The parties agree to arbitrate disputes filed in Arizona Superior Court that are subject to mandatory arbitration pursuant to ARS § 12-133. ARS § 12-1518 requires this provision in all ASU contracts.

5.4. **Records.** To the extent required by ARS § 35-214, the non-ASU parties to this Agreement (jointly and severally, Employer) will retain all records relating to this Agreement. Employer will make those records available at all reasonable times for inspection and audit by ASU or the Auditor General of the State of Arizona during the term of this Agreement and for 5 years after the completion of this Agreement. The records will be provided at ASU in Tempe, Arizona, or another location designated by ASU on reasonable notice to Employer.

5.5. **Failure of Legislature to appropriate.** In accordance with ARS § 35-154, if ASU's performance under this Agreement depends on the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then ASU may provide written notice of this to Employer and cancel this Agreement without further obligation of ASU. Appropriation is a legislative act and is beyond the control of ASU.

5.6. **Privacy; Educational Records.** Student educational records are protected by the U.S. Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA). Employer will not require any ASU students or employees to waive any privacy rights (including under FERPA or the European Union's General Data Protection Regulation (GDPR)) as a condition for receipt of any educational services, and any attempt to do so will be void. Employer will comply with FERPA and will not access or make any disclosures of student educational records to third parties without prior notice to and consent from ASU or as otherwise provided by law. If this Agreement contains a scope of work or other provision that requires or permits Employer to access

## 5. UNIVERSITY AND STATE REQUIRED PROVISIONS

or release any student records, then, for purposes of this Agreement only, ASU designates Employer as a “school official” for ASU under FERPA, as that term is used in FERPA and its implementing regulations. In addition, any access or disclosures of student educational records made by Employer or any Employer Parties must comply with ASU’s definition of legitimate educational purpose in [SSM 107-01: Release of Student Information](#). If Employer violates the terms of this section, Employer will immediately provide notice of the violation to ASU.

5.7. **Advertising, Publicity, Names and Marks.** Employer will not do any of the following, without, in each case, ASU’s prior written consent: (i) use any names, service marks, trademarks, trade names, logos, or other identifying names, domain names, or identifying marks of ASU ([ASU Marks](#)), including online, advertising, or promotional purposes; (ii) issue a press release or public statement regarding this Agreement; or (iii) represent or imply any ASU endorsement or support of any product or service in any public or private communication. Any permitted use of ASU Marks must comply with ASU’s requirements, including using the ® indication of a registered mark.

5.8. **Title IX.** Title IX protects individuals from discrimination based on sex, including sexual harassment. ASU fosters a learning and working environment built on respect and free of sexual harassment. [ASU’s Title IX Guidance](#) is available online. Employer will: (i) comply with ASU’s Title IX Guidance; (ii) provide ASU’s Title IX Guidance to any Employer Parties reasonably expected to interact with ASU students or employees, in person or online; and (iii) ensure that all Employer Parties comply with ASU’s Title IX Guidance.

## 6. MISCELLANEOUS

6.1. Neither party shall have the right to assign this Agreement without the prior written consent of the other party.

6.2. This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter. No prior or contemporaneous agreement or understanding will be effective. This Agreement shall be governed by the laws of Arizona, the courts of which state shall have jurisdiction over its subject matter.

6.3. The individual signing on behalf of Employer hereby represents and warrants that s/he is duly authorized to execute and deliver this Agreement on behalf of Employer and that this Agreement is binding upon Employer in accordance with its terms.

6.4. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.