Summer Nonprofit Immersion Program Agreement  
Summer 2015

Institute for Public Engagement  
Wake Forest University  
Winston-Salem, NC 27109

Host Organization _________________________________________________________

Student Intern ________________________________________

Supervisor’s Name ________________________________________________

Supervisor’s Email Address ______________________________Phone _____________

Mailing Address _________________________________________________

The Institute for Public Engagement organized the Nonprofit Summer Immersion program to achieve three goals. First, the program provides Wake Forest University students with an opportunity to gain hands on practical experience that will allow our students to explore a future career in the nonprofit sector. Second, the program provides resources, in the form of our students and their time and talent, to serve the missions of our community partners. Third, the Nonprofit Summer Immersion program enhances long-term reciprocally beneficial relationships between Wake Forest University and community based nonprofit organizations in the region.

This agreement states the mutual obligations that are necessary for the Nonprofit Summer Immersion program to accomplish these multiple goals.

In return for Wake Forest University’s funding of a Wake Forest Student Intern to participate in the Host Organization’s programs and activities, the Host Organization agrees to:

1. Provide the Wake Forest University intern with meaningful opportunities reflecting the organization’s work and operations. The exact content of these opportunities will be defined between the Host Organization and the Student Intern and reflected in a Learning Agreement, which is made part of this agreement by reference.

2. In all respects treat the Student Intern as the Host Organization’s own and not as an agents of or acting on behalf of Wake Forest University. The Host Organization will comply with all laws and regulations relating to the activities of the Student Intern participating in the program, including, but not limited to, all worker safety laws and regulations, as well as all civil rights and workplace discrimination laws.
3. Keep in place adequate general liability insurance coverage to insure against loss incurred in furtherance of the Host Organization’s mission and purpose. If the Host Organization requires the Student Intern to operate a motor vehicle as part of their duties under the internship, then the Host Organization shall ensure that motor vehicle insurance and any other applicable insurance programs cover the intern. In no event shall the Host Organization be responsible for providing health or dental insurance. The organization will indemnify and hold Wake Forest University harmless from any liability or claim, including defense costs, relating to activities of the intern undertaken in connection with programs of the named organization.

4. Provide the Student Intern with regular supervision that includes both directions on assignments as well as assessment of the Intern’s performance. Such supervision shall include a minimum of a once weekly one-hour meeting between the Site Supervisor and the Intern.

5. Keep the Student Intern’s responsibilities within the 40-hour/week work limit, inclusive of all training and continuing professional development programs provided by Wake Forest University Institute for Public Engagement.

6. Communicate with the Institute for Public Engagement on a regular basis to discuss the Interns performance. The Host Organization or the Institute for Public Engagement may initiate such communications at any time.

7. At the conclusion of the internship program, the Host Organization will provide a review of the Student Intern’s performance over the course of the internship.

The Institute for Public Engagement agrees to:

1. Provide the Student Intern with a $3,000 stipend – $1,500 will be disbursed at the beginning of the Summer Immersion program and $1,500 at the end of the first four weeks.

2. Provide the Student Intern with about 20 hours of professional development instruction prior to the intern’s work with the Host Organization. This instruction will include the following topics: nonprofit governance and tax; marketing; development; finance; lobbying and advocacy. In addition, Student Interns will receive ongoing training and professional development assistance throughout the course of the program.

3. Provide Host Organizations with a single point of contact where the Host Organization can communicate any concerns about the Student Intern in a confidential manner.

4. Provide student Interns with a single point of contact where the Student Intern can communicate any concerns about the host organization in a confidential manner.

The Intern agrees to:

1. Approach the Internship as a professional obligation requiring commitment and passion about the Host Organization’s mission and work.

2. Meet on a regular, as agreed upon basis, with her/his site supervisor.
3. Collaborate with her/his site supervisor and Wake Forest Coordinator to develop a Learning Agreement and to otherwise fulfill the goals of this agreement.

4. Be committed to the internship site by meeting all required work week hours and attending all services and programs as outlined in the Learning Agreement.

5. Attend other Institute for Public Engagement Nonprofit Summer Immersion events, including regular weekly professional development programs and internship orientation events.

6. Submit a completed evaluation form at the end of the summer internship.

7. Comply with the Host Organization’s employee manual and regulations.

8. Secure their living arrangements for the summer.

The parties recognize that circumstances may arise that require a change in the Learning Agreement and that such changes may include removing the Student Intern or relocating the Student Intern to another Host Organization. Should such circumstances arise, then the parties agree to work collaboratively to resolve any conflicts or disagreement.

Dated this _____ day of _________ 2015

__________________________________________
Host Organization

__________________________________________
Supervisor’s signature                               Date

__________________________________________
Internship Director’s signature (if different from supervisor) Date

__________________________________________
Intern’s signature                                Date

__________________________________________
Wake Forest University Coordinator signature Date