

1. S-CAR Internship - Site Supervisor Agreement

Internships provide an opportunity for students to gain practical experience, reflect on those experiences, and apply academic theories outside of the normal classroom environment. It is the goal of the School for Conflict Analysis and Resolution (S-CAR) to prepare students for complex circumstances in the real world. Students' benefit greatly when they have the opportunity to apply academic theories being learned in the classroom to actual situations that arise in the work environment. Not only does the student have the opportunity to make insightful reflections on what is being learned in the classroom, but she/he also gains critical work experience that helps develop additional workplace skills that employers are seeking.

The following contains useful guidelines as well as the George Mason University Consent Agreement for Internship Site Supervisors and S-CAR students. Initials and electronic signatures indicate that both parties are aware of and agree to these guidelines.

There are seven sections in this application; please scroll down to the bottom of each page and continue to the next page until you reach the End page. Please complete all sections.

\* 1. This Experiential Learning Agreement is made by and among:

Student Name:

Site Name:

Date:

\* 2. The purpose of this agreement is to place the S-CAR student in a work assignment with the site as part of the integration or internship course of study offered by George Mason University for academic credit.

Site Supervisor:

Title:

E-mail:

Telephone:

Site:

Address:

Start and End Date:

\* 3. Select the total number of internship hours and credits to be completed at the site:

\* 4. Description of Student Responsibilities:

S-CAR Internship - Federal Government Site Supervisor Agreement

2. Experiential Learning Agreement Expectations

**The following are useful guidelines for Site Supervisors and S-CAR students to receive feedback during the internship process. Please read and initial the following guidelines.**

**Site Supervisors are asked to:**

- \* 1. Assist the student in formulating realistic learning objectives and strategies for the internship.

- \* 2. Meet with the student on a regular basis to discuss expectations and evaluate her/his work with the goal of improving student performance.

- \* 3. Help the student understand their role in the program, agency or organization, including all personnel policies and procedures.

- \* 4. Offer feedback/suggestions in areas that would help the student learn and grow.

- \* 5. Ensure the student completes the required number of internship hours for the academic credit being requested (3 credit hours = 160 internship hours, 6 credit hours = 320 internship hours).

- \* 6. Contact the S-CAR Field Experience Director (Faculty Supervisor) Lisa Shaw at lshaw2@gmu.edu if any problems arise during the internship.

## S-CAR Internship - Federal Government Site Supervisor Agreement

### 3. Key Meetings

**The student and site supervisor should have a minimum of three meetings listed below, however weekly or bi-weekly meetings are suggested.**

**Please initial each section.**

**The online evaluation represents a portion of the student's final grade.**

- \* 1. Upon student's arrival review learning objectives and strategies, establish student responsibilities and develop methods for meeting goals.

- \* 2. At mid-way point review progress, learning objectives and strategies, student's strengths and skills, and offer feedback/suggestions in areas that would help the student learn and grow (e.g. cultural sensitivity, relational ability, taking initiative, teamwork, or whatever areas seem relevant).

- \* 3. At the end do a final evaluation with the student.

- Evaluate the extent to which objectives and strategies were achieved
- Reflect on the student's growth and/or accomplishments
- Reflect on learning for the site supervisor and/or organization as a result of this placement
- Complete the online evaluation of the student (link will be provided by student).

## S-CAR Internship - Federal Government Site Supervisor Agreement

### 4. Guidelines for the Intern

Students are expected to:

- Think carefully about learning objectives and strategies for the internship, draft a written summary of these, and discuss them with the Site Supervisor before submitting the Internship Proposal Application.
- Meet with the Site Supervisor on a regular basis to discuss expectations and evaluate her/his work with the goal of improving student performance.
- Be accountable to the Site Supervisor and seek to serve the interests of the placing organization.
- Be prepared and on time for on the her/his scheduled workdays.
- Complete the required number of internship hours for the academic credit being requested (3 credit hours = 160 internship hours, 6 credit hour = 320 internship hours).
- Complete all required academic assignments by due dates assigned on the online CONF 694 Internship Syllabus.

## S-CAR Internship - Federal Government Site Supervisor Agreement

### 5. General Terms and Conditions

**1. Term and Termination.** This Agreement may be terminated at any time without cause by the Site or the University.

**2. Definitions.**

a. “Site Supervisor” means a Site employee, member, or volunteer, who is responsible for monitoring and supervising the Student throughout the Program.

b. “Program” means the structured learning experience at Site, in which Student performs work under the supervision of the Site Supervisor.

c. “Faculty Supervisor” means a GMU faculty member who places and monitors the Student in the Program.

**3. Site Responsibilities.**

a. Site Supervisor. Site shall provide Student with a Site Supervisor. The Site Supervisor shall monitor and supervise the Student throughout the Program.

b. Compliance with Laws. The Site shall at all times remain in compliance with all Federal and State laws and regulations which may affect the Program.

c. Disclosure of Known Risks. The Site shall disclose to Student known risks associated with Student’s placement.

**4. University Responsibilities.**

a. University agrees to assign to Site only those students who shall have successfully completed any necessary prerequisite courses.

**b. University will assign Faculty Supervisor to Student, to monitor the Student throughout the Program.**

**c. The University is responsible to Student for academic supervision and grading.**

#### **5. Student Responsibilities**

**a. Registration. Student must register and pay tuition for the course prior to the commencement of the Program.**

**b. Insurance. Student shall at all times maintain sufficient health, accident, disability and hospitalization insurance for the duration of the Program. Student shall be responsible for any expenses incurred due to injury, illness or damage suffered during the course of the Program.**

**c. Honor Code. Student understands and agrees that he or she is at all times during the Program bound by the George Mason University Honor Code, and that Program activities are subject to the Honor Code.**

### **S-CAR Internship - Federal Government Site Supervisor Agreement**

#### **6. General Terms and Conditions Continued**

#### **7. General**

**a. Independent Contractors. The relationship of the Parties to each other is solely that of independent contractors. No party shall be considered an employee, agent, partner or fiduciary of the other except for such purposes as may be specifically provided in this Agreement. Nothing in this Agreement shall be construed to create any partnership or joint venture between the parties.**

**b. University Liability. As a state agency, the University is self-insured under the Commonwealth of Virginia Risk Management Plan. To the extent provided by the laws of the Commonwealth of Virginia, University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing injury to another person. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia.**

**c. Nondiscrimination. The Parties agree not to discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability or age.**

**d. Confidential Information. No party shall disclose or use any information of a private, confidential or proprietary nature, or any other trade secret, without prior written authorization, except as required by law.**

**e. Federal Employee.** As required by some U.S. Government agencies, Student is not to be considered a federal employee for any purpose other than either of the following:

**(i) The Federal Tort Claims provisions published in 28 U.S.C. 2671-2680.** Claims arising as a result of student participation should be referred to the Department of Justice.

**(ii) Title 5 U.S.C. Chapter 81,** relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor for adjudication.

**f. Amendment to Agreement.** No amendment or modification of this Agreement shall be valid unless in writing and executed by authorized representatives of the Parties.

**g. Applicable Laws.** This Agreement shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia. If any provision or part of this Agreement is held to be invalid under such laws, the other provisions or parts of this Agreement will remain in full force and effect. All disputes arising under this contract shall be brought before a court of competent jurisdiction in the Commonwealth of Virginia.

**h. No assignment.** No party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without all Parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void. All of the terms and provisions of this Agreement are binding upon and inure to the benefit of the Parties and their successors and assigns.

**i. Force Majeure.** Neither the University nor the Site will be responsible for any losses resulting from delay or failure in performance resulting from any cause beyond such Party's control, including without limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.

**j. Final Agreement.** This Agreement is the complete and final agreement between the parties and supersedes all prior oral or written agreements with respect to the subject matter herein.

**k. Advertising.** Site shall not use, in its external advertising, marketing programs or promotional efforts, any trademark, mark, data, pictures or other representation of the University except on the specific written authorization in advance by the University.

\* 1. I have read and understand the above information as indicated by my Electronic Signature below.

S-CAR Internship - Federal Government Site Supervisor Agreement

7.

As the final step, please confirm your completion of the Site Supervisor Agreement by emailing Lisa Shaw at [Lshaw2@gmu.edu](mailto:Lshaw2@gmu.edu). In your email, please indicate the student you will be supervising.

**Thank you for choosing to aid in the educational endeavors of our students!**