

**FEDERAL GOVERNMENT
INTERNSHIP MASTER AGREEMENT
Brigham Young University**

This Agreement is entered into this _____ day of _____, 202__ between Brigham Young University, a Utah nonprofit corporation and educational institution (“BYU”) and _____ (the “Experience Provider”) located at _____, telephone: _____, email: _____.

1. **PURPOSE:** In order to facilitate internship opportunities and educational experiences for students, this Agreement is intended to govern the relationship between the Experience Provider and BYU with respect to student Interns from BYU in an internship arrangement with the Experience Provider.
2. **GENERAL CONSIDERATIONS:**
 - 2.1 An internship is a cooperative program between BYU and the Experience Provider. The Experience Provider will provide supervision, facilities, and instruction which help students acquire the skills and knowledge related to their chosen field of study or occupation.
 - 2.2 This agreement is for the period agreed upon between the Experience Provider and the applicable educational institution.
 - 2.3 This agreement may be terminated by BYU or the Experience Provider for good and sufficient cause by providing reasonable advance written notice to the other.
 - 2.4 BYU represents that it is adequately self-insured. The Experience Provider represents that it is a self-insurer, and provides the protection established under 5 USC 3111 (c)(I).
3. **THE STUDENT AGREES TO:**
 - 3.1 Comply with the Experience Provider’s policies and procedures.
 - 3.2 Comply with the applicable educational institution’s dress and grooming standards and honor code.
 - 3.3 Enroll as an academic internship student and perform the duties indicated unless released by the applicable educational institution and the Experience Provider.
 - 3.4 Report serious problems, including safety and personnel problems, to the Internship Coordinator of the applicable educational institution and the Experience Provider.
 - 3.5 Maintain personal health insurance or student health insurance.
 - 3.6 Execute a separate Student Internship Agreement with BYU agreeing to abide by the terms of this Agreement and to perform additional duties and responsibilities as outlined in the Student Internship Agreement.
4. **THE EXPERIENCE PROVIDER AGREES TO:**
 - 4.1 Designate an individual who will serve as the liaison with the educational institutions and the student.
 - 4.2 Involve the student for the entire period of the internship as agreed unless this agreement is terminated for cause (See 2.3 above.)
 - 4.3 Give the student the opportunity to perform a variety of tasks to acquire and practice various skills.
 - 4.4 Orient the student to the Experience Provider’s rules, policies, procedures, methods, and operations.
 - 4.5 Evaluate the student’s performance and notify the applicable educational institution’s Internship Coordinator or Internship Office immediately, preferably by phone, of any cause of dissatisfaction with or of misconduct on the part of the student.
 - 4.6 If applicable, pay the student the agreed upon rate of compensation for the term of the internship.
 - 4.7 Provide Workers’ Compensation and/or other employment benefits to the student to the extent required by law.
 - 4.8 Accept the primary responsibility for supervision and control of the student at the internship site.
5. **EDUCATION INSTITUTION AGREES TO:**
 - 5.1 Designate an Internship Coordinator for each internship.

- 5.2 Ensure the Internship Coordinator contacts the student and Experience Provider, discusses the student's progress, and advises relative to the program of study.
- 5.3 Make reasonable efforts to ensure that the Intern participates in the internship during the dates specified unless modified by the Experience Provider and BYU. This includes instructing each Intern about the consequences of not completing the internship.
- 5.4 Ensure the Internship Coordinator strives to promote harmony and cooperation between the Experience Provider, the student, and the educational institution.
- 5.5 Provide liability insurance for the student to cover damage or harm caused by the student in the amount of \$1,000,000 per student, per occurrence, \$3,000,000 in the aggregate, when this agreement is signed and returned to the Brigham Young University Internship Office.

6. **ENTIRE AGREEMENT:** This agreement constitutes the entire agreement of the parties with respect to the subject matter of this agreement.

The Experience Provider

Brigham Young University

By _____

By: _____

Administrator or Responsible Officer

Adrienne Chamberlain, Internship Office

Date: _____

Date: _____

BYU Office of Experiential Learning; HBLL 5435, Provo, Utah 84602; 801-422-3337; E-mail: adrienne_chamberlain@byu.edu