

School of Film, Dance and Theatre

Internship Procedures and Policies - Graduate

Who is Eligible?

- School of Film, Dance and Theatre internship courses are reserved for graduate students at any academic level
- Student must have a minimum 3.0 cumulative GPA

Course Number Options

- **DCE/THP 584/684 Internship:** Structured practical experience following a contract or plan, supervised by faculty and practitioners.

Procedures

- Secure an internship with a company or firm. To access a list of places where Herberger students have interned in the past, please visit:
http://theatrefilm.asu.edu/students/grad/internships/find_recent.php
- Print and review all internship materials: Internship Application, Internship ASU Affiliation Agreement, and Internship Statement of Compliance
http://theatrefilm.asu.edu/students/grad/forms_stf.php
- Choose and meet with supervising faculty member to discuss internship requirements and complete the Internship Application, and Internship Statement of Compliance
 - Forms can be typed or neatly handwritten in ink
 - **Must be signed by supervising faculty member**
- **Must have Student Placement/Affiliation Agreement form completed and signed by internship site**
- After receiving faculty signature, student must turn all completed materials into the Director of the School of Film, Dance and Theatre for approval and signature
 - Director: Jacob Pinholster, Jacob.Pinholster@asu.edu
 - Location: Dixie Gammage Hall (GHALL) Room 232
- Students will receive an email from the School regarding the status of the application. If approved, the email will also contain instruction on course enrollment.

- **To the Student:** I understand that I must satisfactorily complete the assignments as outlined above in the Brief Description of Proposed Study by the date agreed upon with the supervising instructor.

Student Signature

Date

- **To the Faculty/Staff Member supervising the student's work:** I accept the student's Proposed Study as described above and will be responsible for assigning a grade upon completion of the work.

Faculty/Staff Signature

Date

- **To the Director of SoFDT:** The Proposed Study and means of assessment as described above have been reviewed by me and are approved.

Director Signature

Date

**Herberger Institute for Design and the Arts
Arizona State University**

Internship Student Statement of Compliance

As a student in the Herberger Institute for Design and the Arts at Arizona State University, I agree to the following requirements for my proposed internship.

1. I am responsible for and will provide my own health and medical insurance.
2. If driving to and from my internship location, I am responsible for and will provide my own automobile/motorcycle insurance. It is understood that transportation to and from the internship site is at my own risk.
3. It is understood that I need to use common sense and safety precautions when at my internship site. This may include asking the site supervisor about safety concerns at the location, such as walking with an escort to the parking areas after dark, being aware of the surroundings, and any hazards that may exist on site in the fulfillment of my internship duties.
4. I agree to seek and follow supervision when operating any equipment utilized as part of my internship duties.
5. I agree to the above and have read the Arizona Office of General Counsel Frequently Asked Questions document.

Print your name	Student signature
Student ASU ID #	Date signed

Agreement Details

Enter the contact information for the primary point-of-contact person for this agreement. In most cases, it is generally NOT the authorized signature, but rather the person who can provide details on the internship itself.

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

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.

Educational Opportunity:	
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STUDENT PLACEMENT AGREEMENT

This Student Placement Agreement (“Agreement”) is entered into between the ARIZONA BOARD OF REGENTS for and on behalf of ARIZONA STATE UNIVERSITY (the “University”) and the “Facility” as of the “Start Date.”

Start Date: _____

End Date: _____

FACILITY: _____

UNIVERSITY: _____

Signed: _____

Signed: _____

Printed: _____

Printed: _____

Title: _____

Title: _____

Signed: _____

Signed: _____

Printed: _____

Printed: _____

Title: _____

Title: _____

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 Start 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.

2. GENERAL TERMS

- 2.1. The purpose of this Agreement is to establish a relationship between the University and the Facility to enable an educational experience for students at Facility's site that may qualify for University academic credit as determined by University.
- 2.2. The University and the Facility will agree on a schedule for student participation at the Facility.
- 2.3. The student's participation should complement the service and educational activities of the Facility. The student will be under the supervision of a Facility employee.
- 2.4. Each 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 Facility.
- 2.5. Either the Facility or the University may require withdrawal or dismissal from participation at the Facility of any student whose performance record or conduct does not justify continuance.
- 2.6. Neither the University nor the Facility is obligated to provide for the student's transportation to and from the Facility or for health insurance for the student.
- 2.7. A meeting or telephone conference between representatives of the University and the Facility 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 Facility personnel.
- 2.9. Each student must adhere to the Facility's established dress and performance standards.

3. FACILITY'S OBLIGATIONS

- 3.1. Facility agrees to appoint an Educational Coordinator who is responsible for the educational activities and supervision of University students participating under this Agreement.
- 3.2. The Facility agrees to submit to the University an evaluation of each student's progress. The format for the evaluation is established by the University in consultation with the Facility.
- 3.3. The Facility 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 Facility's employees and agents. The Facility is not responsible for maintaining insurance to cover liability arising from the acts and omissions of the employees and agents of the University. University students are not deemed to be employees of Facility by virtue of this Agreement. Upon written request, Facility 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 Facility by reason of any act or omission of the Facility or the Facility's employees and agents.

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 students.

4.2. The University will be responsible for developing and carrying out procedures for student selection and admission.

4.3. The University is responsible for the negligent 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, students, and agents participating under this Agreement, except as provided for in Arizona law, including Arizona Revised Statutes (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 Facility's employees and agents. Upon written request, University will furnish Facility with reasonable documentation evidencing compliance with this section.

5. UNIVERSITY AND STATE REQUIRED PROVISIONS

5.1. **Nondiscrimination.** The parties will comply with all applicable state and federal 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 agreementors and subagreementors 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 three (3) years after the execution of this Agreement, Facility 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.** As required by ARS § 12-1518, the parties agree to make use of arbitration in disputes that are subject to mandatory arbitration pursuant to ARS § 12-133.

5.4. **Records.** To the extent required by ARS § 35-214, the non-ASU parties to this Agreement (jointly and severally, "Facility") will retain all records relating to this Agreement. Facility 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 a period of five (5) years after the completion of this Agreement. The records will be provided at Arizona State University, Tempe, Arizona, or another location designated by ASU on reasonable notice to Facility.

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 Facility and cancel this Agreement without further obligation of ASU. Appropriation is a legislative act and is beyond the control of ASU.

5. UNIVERSITY AND STATE REQUIRED PROVISIONS

5.6. **Student Educational Records.** Student educational records are protected by the federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA). Facility 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 any provision that requires or permits Facility to access or release any student records, then, for purposes of this Agreement only, ASU hereby designates Facility as a “school official” for ASU under FERPA, as that term is used in FERPA and its implementing regulations. As such, Facility will comply with FERPA and will not make any disclosures of ASU students’ educational records to third parties without prior notice to, and consent from, ASU or as otherwise permitted by law. In addition, any access or disclosures of student educational records made by Facility or its employees and agents must comply with ASU’s definition of legitimate educational purpose, which definition can be found at: SSM 107-01: “Release of Student Information” (<http://www.asu.edu/aad/manuals/ssm/ssm107-01.html>). If Facility violates the terms of this section, Facility will immediately provide notice of the violation to ASU.

5.7. **ASU Names and Marks.** Facility will not use any names, service marks, trademarks, trade names, logos, or other identifying names, domain names, or identifying marks of ASU (**ASU Marks**), without in each case, the prior written consent of ASU. Facility’s use of any ASU Marks must comply with ASU’s requirements including using the ® indication of a registered trademark where applicable.

5.8. **Title IX.** Title IX protects individuals from discrimination based on sex including sexual harassment. ASU fosters a learning and working environment that is built on respect and free of sexual harassment. This commitment is set forth in the document “Internships and an Environment of Respect,” <http://www.asu.edu/titleIX/Internships-and-an-Environment-of-Respect.pdf>. Educational Coordinators are required to review this document before interacting with ASU students and agree to comply with this document and to provide this document to any employee who may reasonably be expected to interact with an ASU student.

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 Facility hereby represents and warrants that s/he is duly authorized to execute and deliver this Agreement on behalf of Facility and that this Agreement is binding upon Facility 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.