

AFFILIATION AGREEMENT

THIS AGREEMENT is by and between the following three parties:

Site Organization:

Organization Name: _____
Address: _____
City/State/Zip: _____

Student Intern:

Student: _____
Address: _____
City/State/Zip: _____

Wichita State University (hereafter "WSU"):

Address: 1845 Fairmount
City/State/Zip: Wichita, KS 67260

1. Scope of the Agreement. This agreement shall set out the responsibilities and rights of the Site Organization, WSU, and the Student Intern while such student is serving an internship with the Site Organization which provides the student with an unique learning opportunity and for which the student receives academic credit. The following definitions of terms apply to this agreement.

"Student Intern" shall mean a student enrolled at WSU who is completing an academic degree in the Sport Management Department and who, with the consent and advice of a faculty advisor, is assigned to an internship under the direction of a supervisor at the Site Organization as part of degree requirements at WSU.

"Site Organization" shall mean the organization where the student will be working while completing internship course requirements. A Site Organization representative will serve as the person designated by the Site Organization to closely observe, direct, and assist the student intern in fulfillment of defined educational objectives (hereafter "Site Supervisor").

"WSU" shall mean Wichita State University. WSU will be represented in regard to implementation of the terms of this agreement by the Student Intern's faculty advisor.

2. Status of the Student Intern with the Site Organization. The student intern shall be under the direction and control of the Site Organization while on the premises of the Site Organization and shall engage in practical application of material taught in the classroom. The relationship assumed by the Student Intern as (a) an employee, (b) volunteer, or (c) trainee will be defined by the Site Organization. Completion of the responsibilities of the Student Intern under the terms of this agreement shall not entitle the Student Intern to employment at the end of the internship or training period. For Student Interns who are

volunteers or trainees with a Site Organization, it is acknowledged that the internship is for the benefit of the student and that the Site Organization's operations are impeded due to efforts to direct, observe, assist, and mentor the Student Intern.

3. Status of the Student Intern with WSU. WSU's relationship with the Student Intern is solely an academic relationship. There is no employment relationship ended or created by the Agreement.

4. Placement of Interns. The placement of interns shall be a cooperative venture involving WSU, the Site Organization, and the Student Intern. Placement of a Student Intern may be initiated by WSU or the Student Intern but the ultimate responsibility of obtaining an internship lies with the Student Intern. It is the responsibility of the Student Intern to research potential internship sites, observe the environment, and assess the fit between the Student Intern and the Site Organization prior to accepting the internship assignment. It is agreed by the parties that placement of the intern shall not displace any employee or prospective employee of the Site Organization.

5. Termination or Change of Assignments. The Site Organization, WSU, or the Student Intern may, at any time, request a change in the Student Intern's assignment or a withdrawal of a Student Intern. Notices of such change(s) or withdrawal shall be made immediately in writing and shall clearly state the reason for the change. The Student Intern shall notify the faculty advisor immediately if the Student Intern desires termination of this agreement for any reason.

6. Internship Responsibilities. All responsibilities of the Student Intern shall be subject to the rules and policies of the Site Organization and performed under the close observation and direction of the Site Supervisor, in furtherance of the Student Intern's academic program and educational instruction.

A. The Site Supervisor is responsible for:

- (1) Informing the Student Intern about all policies and procedures of the Site Organization;
- (2) Supervising the work of the Student Intern throughout the internship and while on the Site Organization's premises;
- (3) Providing adequate work space, lighting, telephone, computer hardware and software, supplies, etc. as needed for the Student Intern to effectively meet educational objectives;
- (4) Providing access to the WSU faculty advisor at all reasonable times to visit the Student Intern at the Site Organization for the purpose of observation and evaluation;
- (5) Completing necessary evaluation and assessment instruments as requested by WSU faculty advisor; and
- (6) Working with the WSU faculty advisor and Student Intern to define mutually agreed upon educational objectives.

B. WSU's academic role is to assist in defining and evaluating educational objectives.

C. The Student Intern is responsible for:

- (1) Communicating with the WSU faculty advisor in accordance to a schedule as defined by the WSU faculty advisor;
- (2) Adhering to all Site Organization policies and procedures.
- (3) Completing all assignments and projects as mutually agreed upon by the WSU faculty advisor and Site Supervisor.
- (4) Completing all pre-internship paperwork including contact information, internship objectives, position description, and providing a resume to the WSU faculty advisor. This paperwork must be completed within two weeks from the official date that the semester begins unless previously agreed upon arrangements have been made with the WSU faculty advisor.
- (5) Preparing documentation for the WSU faculty advisor at the end of the semester regarding how each identified internship objective has been met and how theory/concepts presented in the program related to their internship experience. Supporting evidence (e.g., work samples) may accompany the submitted written documentation.

7. Intern Evaluation. The WSU faculty advisor will be responsible for the Student Intern's final evaluation and grade determination after considering input from the Site Organization Site Supervisor, the Student Intern, and the Student Intern's performance in completing defined internship course objectives.

8. Length of Agreement. This agreement shall be effective for the period beginning _____ (month, day, year) and ending _____ (month, day, year).

9. Compensation - Site Organization and the Student Intern. The Site Organization may or may not agree to some type of compensation for the Student Intern. Any terms of compensation will be defined and agreed upon by the Site Organization and the Student Intern. Any stipends and/or wages will be paid by the Site Organization directly to the Student Intern, and the Site Organization shall be solely responsible for withholdings, reporting of compensation, and other tax-related matters pertaining to compensation paid to the Student Intern.

10. Compensation - WSU and the Student Intern. WSU offers no compensation to the Site Organization or the Student Intern. The Student Intern shall enroll in the respective internship course and pay full tuition and fees to WSU in accordance to WSU policies and procedures.

11. Modification of the Agreement. This agreement may be revised or modified only by written amendment signed by all parties.

12. Personal Insurance and Liability.

- A. The Site Organization shall provide the Student Intern the same protection against liability arising in connection with Student Intern responsibilities as is provided for members of the Site Organization's full-time employees. Should the

Student Intern be injured on the premises of the Site Organization, the Site Organization shall provide emergency care, assistance and aid to the Student Intern.

B. WSU assumes no responsibility for injuries or accidents occurring throughout the internship experience.

13. Right of Assignment. This Agreement cannot be assigned by any party.

14. Confidentiality of Student Educational Records. The Site Organization agrees to treat any student records confidentially and not to disclose records relating to the Student Intern except to WSU and Site Organization officials who possess a legitimate need to know consistent with their official responsibilities.

15. Transportation. The Student Intern is responsible for providing individual transportation to and from the Site Organization's premises. The Student Intern shall not engage in any personal errands, entertainment, or other business while engaging in intern-related transportation tasks.

16. Communication. All notices to be given under this provision shall be properly given if they are delivered in person or sent by first-class mail, or fax, to the Site Organization or their designated representative, the WSU faculty advisor, or the Chairperson of the Department of Sport Management.

17. Choice of Law. All questions and interpretations of law shall be conducted in accordance with the laws of Kansas.

18. Publication Rights. WSU shall be able to publicize for promotional purposes any pictures or graphics related to the internship that do not contain any confidential information regarding, or protected by, the Site Organization.

19. Failure to Comply with Federal and State Laws. Parties agree to comply fully with all laws, including non-discrimination laws, of the State of Kansas and of the United States. Failure to comply with federal and state laws and subsequent conviction represent cause for immediate termination of this agreement.

20. Integration Clause. This Agreement sets forth the entire understanding of the parties and supersedes any and all prior agreements, arrangements, and understandings relating to the subject matter. The parties who execute this Agreement on behalf of WSU, Site Organization, and Student Intern expressly represent and warrant that he/she has full and complete authority to do so. This Agreement shall be effective on the date identified below.

ACCEPTED BY:

Site Organization:

Representative: (signature) _____
Representative (printed name): _____
Title: _____ Date: _____

Student Intern:

Student intern (signature): _____
Student intern (printed name): _____ Date: _____

Wichita State University:

Representative: (signature) _____
Representative (printed name): Shirley Lefever-Davis
Title: Dean Date: _____

Reviewed and recommended:

WSU faculty advisor
(printed name): _____
WSU faculty advisor
(signature): _____ Date: _____

WSU department chairperson
(printed name): Mark Vermillion
WSU department chairperson
(signature): _____ Date: _____