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## NATIONAL SERVICE VOLUNTEER STUDENT INTERNSHIP AGREEMENT

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### CENTER FOR NUTRITION POLICY AND PROMOTION NATIONAL SERVICE VOLUNTEER STUDENT INTERNSHIP AGREEMENT

This agreement is entered into between the United States Department of Agriculture (USDA), Center for Nutrition Policy and Promotion (CNPP),

\_\_\_\_\_  
[Name of Academic Institution] (the University), and

\_\_\_\_\_  
[Name of Student] (the Intern).

#### GENERAL INFORMATION

##### Intern

Name:

Academic Major:

##### Academic Institution

Name:

School/Department:

Address:

##### Internship Information

Period of Internship: From \_\_\_\_\_ through \_\_\_\_\_

Hours per Week:

Total Hours:

Internship Project Area:

#### CNPP RESPONSIBILITIES

Throughout the duration of this agreement, CNPP will:

- Provide a description of National Service Volunteer-internship responsibilities to the University and student to determine the appropriateness of the internship;
- Furnish the University with the name of a specific staff person within CNPP to serve as a point of contact for liaison, communications, reports of progress, etc.;
- Make the final selection of Interns in accordance with the Americans With Disabilities Act and Equal Employment Opportunity statutes, and abide by the USDA's Statement of Equal Opportunity throughout the internship period;
- Abide by applicable State and Federal laws, including required background checks;
- Provide the Intern with a variety of appropriate and challenging learning experiences, adequate supervision, and adequate information and instruction on safe, effective functioning in the workplace; and

- Provide the Intern with periodic assessment of progress and a written evaluation no later than the last week of the internship in the format the University desires.

#### **UNIVERSITY RESPONSIBILITIES**

Throughout the duration of this agreement, the University will:

- Provide current information to both Interns and CNPP to assist in facilitation of internship agreements;
- Review and evaluate the proposed learning objectives of each individual Intern as the objectives relate to the internship position description supplied by CNPP;
- Provide an official transcript to the Intern for the semester in which the internship occurs;
- Evaluate the Intern's progress at least twice during the internship period;
- Assign the Intern's grade, if applicable, for the internship after consultation with the CNPP Coordinator; and
- Address CNPP concerns or problems related to the administration of the internship experience as a whole or of an individual Intern's performance.

#### **INTERN RESPONSIBILITIES**

Throughout the duration of this agreement, the Intern will:

- Abide by all requirements, provisions, terms, and conditions of this agreement in consideration for the opportunity to participate in an internship program at CNPP;
- Follow all internship policies and procedures as specified by his/her individual college and/or department;
- Abide by all of the applicable rules, regulations, and policies of CNPP;
- Arrive at the CNPP work site regularly and punctually, and refrain from asking for or taking time off from the internship for any academic requirements without first obtaining the consent of the University and CNPP Coordinator;
- Work with the CNPP Coordinator and the University to develop and complete a work plan; and
- Perform all assignments to the standards of CNPP and the University.
- Further, the Intern understands that:
- He/she will not be permitted to complete other academic work for credit during the regularly scheduled work hours of the internship.
- CNPP retains overall supervisory responsibilities for and authority over the Intern's work and all operational matters, and maintains administrative and professional supervision of the Intern while the Intern is present at CNPP.

- If the Intern has any questions or concerns regarding CNPP policies and procedures, the conduct of the National Service Volunteer program, the Intern's duties, or any other issues related to the internship, the Intern will consult with the CNPP Coordinator and work cooperatively to maintain an environment of quality learning.
- He/she will not publish or distribute or permit others to publish or distribute any materials relative to any internship that have not been previously reviewed and approved for publication and/or distribution by both CNPP and the University.
- Participation in the internship is at the discretion of CNPP and the University, and either the University or CNPP may, upon written notice to the Intern and the other party, immediately withdraw the Intern at any time from the internship based on any criminal or fraudulent activity on the part of the Intern, failure to perform, failure to comply with the rules and policies of the University or CNPP, failure to comply with the terms and conditions of this agreement, or for any reason for which either the University or CNPP reasonably believes it is not in the best interest of the program for the Intern to continue.
- In case of sickness or other emergency that necessitates the Intern's absence from the internship, the Intern must notify the CNPP Coordinator as early as possible. If an absence will cause the Intern to miss a full week or more, the University also must be notified.
- An Intern may not leave the internship without prior consent of the University and the CNPP Coordinator. Interns are subject to University policies regarding class attendance and course withdrawal. If it becomes necessary to withdraw from the internship, the Intern should contact the University and the CNPP Coordinator.
- The Intern will be evaluated based on the following criteria:
  - ◆ Ability to perform duties in a professional manner, including by arrival on time, ability to meet deadlines, taking initiative in learning and interacting appropriately with mentors and colleagues;
  - ◆ Learning during the internship, as indicated by the ability to fulfill a work plan and development of skills identified in the work plan; and
  - ◆ The evaluation of the CNPP mentor.
- The Intern may be required to attend meetings or trainings as necessary for proper function of the program.

#### **RELATIONSHIP OF PARTIES**

At all times under this agreement, nothing contained herein, nor any course of action or failure to act, shall be construed to create an employer-employee relationship or agent-servant relationship between the parties. Further, this agreement is not to be construed as an employment contract or promise of future employment.

#### **TERMS OF AGREEMENT**

This agreement becomes effective on the date of acceptance and signature by the CNPP Deputy Director, the University, and the Intern. This agreement shall end on the internship end date as specified on page 1, unless any party provides a written notice of termination 30 days prior to the

termination date. Any party may terminate this agreement at any time without cause upon at least 30 days prior notice to the other parties.

The agreement documents shall consist of this signed agreement and any attached Intern documentation, all of which are incorporated herein.

The signatures below indicate agreement to the terms and conditions contained herein.

<b>CENTER FOR NUTRITION POLICY AND PROMOTION:</b>			
<b>Representative's Name and Title:</b>		Dr. Robert C. Post, Deputy Director	
<b>Address:</b>		<b>Phone:</b>	
		<b>FAX:</b>	
		<b>E-Mail:</b>	
<b>Date:</b>		<b>Signature:</b>	
<b>[NAME OF ACADEMIC INSTITUTION]:</b>			
<b>Representative's Name and Title:</b>			
<b>Address:</b>		<b>Phone:</b>	
		<b>FAX:</b>	
		<b>E-Mail:</b>	
<b>Date:</b>		<b>Signature:</b>	
<b>[Official at the Academic Institution]</b>			
<b>Intern Name:</b>			
<b>Address:</b>		<b>Phone:</b>	
		<b>FAX:</b>	
		<b>E-Mail:</b>	
<b>Date:</b>		<b>Signature:</b>	