**Internship Agreement**

This agreement is made and entered into by and between the Narragansett Bay Estuary Program (“NBEP”) and **INTERNSHIP ORGANIZATION**, and **INTERN** (“Intern”).

The goals of this internship are to (1) create work products that can immediately be used by NBEP and its partners; (2) provide authentic real-world work experience where students work directly with NBEP and its partners to tackle interesting issues facing the Narragansett Bay Region; (3) supply additional capacity to NBEP and its partners as it designs and implements Vision 2032; (4) furnish a variety of mentors from the partnership that span disciplines and interest groups; (5) present an opportunity to experience the ecological, economic, and social aspects of collaborative large landscape restoration and protection; and (6) offer an experience that balances hard work and fun.

As part of this agreement, the following are agreed upon by the undersigned:

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| **Internship Details** |

NBEP is pleased to offer you the position of Intern reporting to **NAME (and location if outside NBEP)**. The internship will begin on **DATE** and end on **DATE**.

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| **Intern’s Expectations of NBEP** |

* NBEP will be the supervisor for all interns.
* Ensure school credit is provided to all interns.
* Provide a list of project ideas that include draft goals and deliverables (project ideas originating from the intern may be considered on a case-by-case basis).
* Work with the intern to collaboratively develop and then approve the intern’s individualized project.
* Coordinate with the NBEP partner if the intern will be working directly with that partner, either at NBEP or on-site with the partner.
* Work with the intern (and partner if applicable) to cooperatively develop a work plan for their project with individual learning goals and a milestone schedule of deliverables for their project.
* Ensure delivery of all relevant supporting documents and information for projects, including all Quality Assurance Project Plans, Standard Operating Procedures, reports, contacts, and other materials as necessary.
* Assure appropriate ongoing supervision and mentoring, including weekly meetings for strategic discussion and feedback, a mid-point check-in, and final evaluation of the project and student performance.
* The intern’s work will be thoroughly reviewed and considered as part of its implementation of the NBEP.

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| **NBEP’s Expectations of Interns** |

* Must be available for length of the internship—number of hours per workday and work location dependent on project and college/university requirements for internship credit. Details will be worked out between NBEP, the academic institution, and the intern.
* Select an individualized project selected from a list of available projects.
* Ensure they are covered under college/university’s appropriate insurance policies and accept as my personal risk any hazards of participating in this program.
* Assure their transportation to and from the internship site.
* Adhere to work plan and a milestone schedule of deliverables for their project. A draft milestone schedule is attached to this document
* Actively participate in scheduled check-ins, mid-point, and final meetings to ensure adequate internship preparation, progress, and performance.
* Take ownership of the project by immersing themselves in the subject matter, asking questions, and suggesting adaptations that maximize the utility of their work.
* Present a final project at the completion of the internship (format will be determined by the project).
* Fulfill all requirements to receive compensation or earn school credit.
* Join NBEP and partner committee and other meetings as appropriate.
* Take the knowledge and skills learned in the internship to their further studies and future endeavors.

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| **Intern Compensation** |

Intern will be financial compensated at $15 per hour for undergraduate students and $20 per hour for graduate students. The Intern will be responsible for paying all taxes on the contract.

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| **Waiver of Liability** |

Intern hereby waives and releases any rights, action, or causes of action against NBEP or its host organization, Roger Williams University (RWU), and its employees sustained in connection with his/her participation in the internship program.

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| **Signatures** |

I agree to the above conditions.

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**INTERN [NAME]** **NBEP [NAME]**

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Date Date

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**COLLEGE/UNIVERSITY [NAME] PARTNER ORGANIZATION** (if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[NAME]**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Attachments

1. Draft Milestone Schedule