



**Internship Site Agreement**  
 The Evergreen State College - Olympia, Washington 98505

In order for Evergreen students to complete an internship at your site we require that there be an institutional agreement between your internship site and The Evergreen State College. If you or your site have not already done so in the last year, please complete and have an authorized party at your site sign and return the following agreement to the Evergreen State College. **This agreement is NOT required for internships sponsored by any official governmental agency of the State of Washington.**

**Internship Site Agreement**

In placing students from The Evergreen State College in internships at \_\_\_\_\_(Internship Site)

The Internship Site agrees to:

- maintain a safe working environment and inform students of particular risks related to different activities so that students can knowledgeably agree to participate.
- comply with federal and state laws regarding nondiscrimination and sexual harassment in the work place.
- follow Labor and Industries requirements regarding fair labor standards, particularly as they relate to paid and unpaid internships.

In addition each party to this Agreement agrees that:

- they will be responsible for their own negligent acts and the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. No party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement

Name of Authorized Party at Internship Site(please print)	Email
Title	
Signature	Date

**INSTRUCTIONS FOR RETURNING SITE AGREEMENT TO EVERGREEN:** Field Supervisors must return the signed Internship Site Agreement to the Academic Deans Office by fax: 360.867-6794 or by scanned attachment sent to individualstudies@evergreen.edu or by student facilitated delivery directly to the Academic Deans Office. Questions? Contact the Academic Deans Office at 360.867.6810.