

# COLLEGE - SITE AGREEMENT

## For Paid Placement of an Internship or Practicum

This agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_ (month) , \_\_\_\_\_ (year), between Nevada System of Higher Education ("NSHE ") on behalf of the Truckee Meadows Community College and the Career Center of Student Services (collectively referred to as the " College ") and \_\_\_\_\_ (the " Site ").

### I. TERMS OF AGREEMENT

1.1 This agreement is for a period of four (4) years starting on \_\_\_\_\_.

### II. RESPONSIBILITIES OF THE COLLEGE

2.1 The College will assign the student to the Site in courses or programs through the College academic departments, institutes and programs.

2.2 The College will provide training and orientation for the student and will provide opportunities for the student to reflect upon his or her experience working at the Site.

2.3 The College will work closely with the student and the Site to meet the expectations and priorities of the Site.

2.4 The College will advise the student of his or her responsibility to:

- (a) Participate in all training required by the Site.
- (b) Exhibit professional, ethical and appropriate behavior when at the Site.
- (c) Complete all assigned tasks and responsibilities in a timely and efficient manner.
- (d) Abide by the Site's rules and standards of conduct.
- (e) Maintain the confidentiality of the Site's proprietary information, records and information concerning its clients.
- (f) Support the Internship Program Opportunity and its objectives by providing support for clients and/or Site staff as necessary.
- (g) Obtain background check, vaccinations and obtain fingerprints if the Site requires them.

2.5 The College will advise the student that the College assumes no financial responsibility in the event he or she is injured or becomes ill as a result of his or her participation in an activity at the Site. The student is required to maintain health insurance.

### III. RESPONSIBILITIES OF THE SITE

3.1 The Site will provide a student orientation that includes a site tour, where applicable, an introduction to staff, a description of the characteristics of and risks associated with the Site's operations, services and/or clients, a discussion concerning safety

SAM

SAM

SAM