

Student ID#:

UCLA Extension, Host Company, and Student
Unpaid Internship Agreement

This Agreement is entered into between The Regents of the University of California on behalf of UCLA Extension, (hereinafter “EXTENSION”) and _____, (hereinafter “HOST COMPANY”), and _____, (hereinafter “STUDENT”) in reference to the course entitled {Discipline Course number Title} _____, Section {Reg} _____, and offers 4 units.

EXTENSION conducts an academically approved course of study which leads to the award of a certificate in _____. In order to provide academic and professional education for STUDENT, EXTENSION desires access to facilities in which STUDENT may gain experience and knowledge in STUDENT’S program of studies by offering an Internship Program. HOST COMPANY operates a business in STUDENT’S subject area and as a public service is willing to participate in the Internship Program from _____ to _____ by providing a supervised working environment allowing enrolled students to earn a minimum of 120 hours of practical application of course material which, when successfully completed, will advance students toward their award.

In consideration of enrollment fees paid by STUDENT in exchange for placement in the UCLA Extension Internship Program (hereinafter “Internship Program”) EXTENSION, STUDENT, AND HOST COMPANY understand and agree to the following terms and conditions:

1. STUDENT is enrolled in Internship Program and must attain a minimum of 120 hours of practical application of course material studied in a working environment to successfully complete the Internship Program;
2. “Practical application” of course material will consist of activities designed to develop professional skills beyond administrative clerical tasks, and can include, but is not limited to, assisting in research, client communications, development of business or financial plans, strategic planning, analysis, actual operation or appropriate operations;
3. HOST COMPANY is willing to provide STUDENT with the minimum of 120 hours of practical and actual application of course material while under close observation and supervision of HOST COMPANY’S existing staff. STUDENT’S participation in the Internship Program is similar to that which would be given in a vocational setting and will not displace HOST COMPANY’S existing staff;

- a. If checked, an amendment to this agreement has been attached providing further details about what HOST COMPANY is willing to provide;
4. STUDENT acknowledges and agrees that he/she will not receive compensation or wages in any form for participation in the Internship Program. HOST COMPANY is not obligated to provide compensation or wages to STUDENT working on its premises through the duration of this Internship Program;
5. STUDENT acknowledges and agrees that by participating in this Internship Program he/she will not expect, nor be entitled to employment with HOST COMPANY;
6. EXTENSION does not guarantee completion of internship by STUDENT nor the quality of work of STUDENT;
7. HOST COMPANY acknowledges and agrees that the training and supervision provided to STUDENT is solely for STUDENT'S benefit and HOST COMPANY does not derive an immediate advantage from the STUDENT'S activities, and on occasion, HOST COMPANY'S operations may be impeded; however, HOST COMPANY desires to provide a public service by assisting in education and training of STUDENTS, and may expend resources by way of staff salaries, equipment, and supplies used in STUDENT'S Internship Program;
8. EXTENSION does not guarantee HOST COMPANY will continue internship with STUDENT if HOST COMPANY'S business needs change during the course of the academic quarter;
9. Either HOST COMPANY or STUDENT may terminate the internship at any time and agree to give the other reasonable notice of no less than five working days prior to termination date;
10. STUDENT will be subject to any and all EXTENSION policies, procedures and obligations for enrolling as a student of Extension, including those which apply to enrollment fees, withdrawals, refunds, student conduct, and grading, as set forth in the General Information section of the Extension catalog;
11. HOST COMPANY and STUDENT hereby agree to defend, indemnify, hold harmless, and release EXTENSION, its officers, agents, and employees, from any and all claims, demands, liability, awards, fines, costs, lawsuits, and expenses, including reasonable attorney's fees and court costs (hereinafter "Damages") , arising out of or caused by (a) any work performed by STUDENT for HOST

COMPANY under HOST COMPANY'S direction and control, (b) any work performed by STUDENT on HOST COMPANY'S premises, and (c) any negligent acts or omissions or willful misconduct on the part of HOST COMPANY, its officers, agents, or employees, or STUDENT, arising from the Internship Program. However, HOST COMPANY's and STUDENT's obligations under this provision of the Agreement shall only be in proportion to and to the extent Damages are caused by HOST COMPANY and/or STUDENT;

12. EXTENSION hereby agrees to defend, indemnify, hold harmless, and release HOST COMPANY, its officers, agents, and employees, from any and all Damages arising out of or caused by any negligent acts or omissions or willful misconduct on the part of EXTENSION, its officers, agents, employees, or STUDENTS in the Internship Program arising from EXTENSION's performance of this Agreement. However, EXTENSION's obligations under this provision of the Agreement shall only be in proportion to and to the extent Damages are caused by EXTENSION;
13. The indemnification provided herein shall survive the completion or termination of STUDENT from the Internship Program with HOST COMPANY;
14. EXTENSION, HOST COMPANY, and STUDENT agree that if any portion of this Agreement is found to be void and unenforceable, the remaining portions shall remain in full force and effect.
15. EXTENSION, STUDENT and HOST COMPANY recognize and agree that the disruptions caused by the COVID-19 virus are unprecedented and that guidance from public health officials may change periodically which may impact the internship experience.
16. HOST COMPANY agrees that the internship site is operating within the current LACDPH industry protocols — or the appropriate local public health authority if the internship site is not in Los Angeles County.
17. HOST COMPANY agrees that the internship site has the capacity to bring STUDENT on site and still operate within public health protocols.
18. HOST COMPANY affirms that all COVID-19-related safety instructions and measures instituted by public health protocols will be followed. These may include but are not limited to:

- Physical distancing guidelines;
 - Wearing a face covering;
 - Following disinfecting protocols and recommended personal hygiene practices, including hand-washing;
 - Mandatory COVID-19 vaccine mandates;
19. STUDENT agrees to abide by any directive issued by controlling public health official regarding the COVID-19 virus.
20. STUDENT and HOST COMPANY agrees to follow all public health official guidelines related to COVID-19 infections reporting requirements.
21. For more information about the potential risks associated with the SARS-CoV-2 virus, which causes the COVID-19 disease, please visit the following resources:
- [Bruin Safe Online](#)
 - [Covid-19 UCLA](#)
 - [CDC Coronavirus 2019](#)
 - [Corona virus LA FAQ](#)
 - [LA County DPH Coronavirus](#)
 - [California COVID-19 Industry Guidance](#)

The undersigned have carefully read and fully understand the contents of this Agreement, and understand that this is a legally binding and enforceable contract. Facsimile, Portable Document Format (PDF) or photocopied signatures of the Parties will have the same legal validity as original signatures.

NAME OF HOST COMPANY:

By: _____ Date: _____
(Authorized Agent's Signature)

Print Authorized Agent's Name

NAME OF STUDENT:

By: _____ Date: _____
(Student's Signature)

Print Student's Name

ENDORSED BY:

By: _____ Date: _____
(Program Director's Signature)

Print Program Director's Name

To ensure that a substantive portion of the student's academic program has been completed and to obtain acceptance for the Regents, forward this completed Agreement and the student's current enrollment history to the Office of the Dean:

ACCEPTED FOR:

The Regents of the University of California:

By: _____ Date: _____
Leah J. Vriesman, Ph.D., MHA, MBA
Associate Dean of Academic and Faculty Affairs