Thank you for collaborating with the University of Washington to offer community-based internships program for undergraduate students! The information below outlines important aspects of the agreement between your organization and the University of Washington.

**Terms of the Internship**
Carlson Center Undergraduate Community Based Internships aim to create outstanding partnerships between dedicated undergraduate students and non-profit and public sector organizations that are actively engaged in community-led work. We seek organizations that are actively reflecting on power, privilege, and oppression in the communities they serve and within their own organizations. This program, funded by the University of Washington, invites collaboration and eliminates financial barriers by providing local community organizations with dynamic student interns and offering financial support to undergraduate students interested in exploring a career in public service. Undergraduate Community Based Interns will serve at their hosting organization for the 2018 winter and spring quarters for a total of 18 weeks, launching the first week of January and culminating June 1st. Interns will commit 10 hours per week during winter and spring quarters at their hosting organization and receive a stipend for their work to be disbursed biweekly based on their ongoing participation and performance.

**Carlson Center and UW Responsibilities**
As the sponsor and fiscal agent for Undergraduate Community Based Internships, the Carlson Center will provide coordination and support for host organizations and Undergraduate Community Based Interns. Graduate Student Community Liaisons will serve as the primary institutional contacts for both host organizations and undergraduate students to facilitate communication between students and community partners, respond to constructive feedback, organize learning opportunities and intern progress reports, and address issues or concerns. Community Liaisons will also
collaborate with the UW Career Center to provide personal and professional training to Undergraduate Community Based Interns so that they will be better prepared to work with their community organization. Training topics will be responsive to community and student needs and assets and will include resources and training for skill and career development, equity, and social justice. At the end of each quarter, Community Liaisons will provide internship supervisors and UCBI interns with the tools to complete a performance evaluation of the intern’s work as a structured opportunity to provide concrete and constructive feedback to advance the intern’s self-reflection, learning, and performance.

UW will disburse stipends to Undergraduate Community Based Interns as outlined above following the UW employment regular pay cycle. Interns will be paid approximately $200 per week, on a biweekly basis, as a stipend for the time invested in this valuable learning experience.

The Carlson Center will select 2-4 highly qualified undergraduate candidates for community organizations to interview and make their final selection for their intern position. The Community Liaisons will provide prospective intern candidates and hosting organizations with contact information to schedule interviews at the community site. Hosting organizations will also receive candidates’ resumes. The Community Liaisons will be responsible for communicating to intern candidates regarding their status, and for providing follow up resources and assistance to those students who are not selected.

UW will indemnify, defend, and hold the host organization and its officers, employees, and agents harmless from any liability, claim, or damage (including, without limitation, reasonable attorneys’ fees and litigation costs) arising from or alleged to arise from the negligent acts or omissions of the University's regents, trustees, employees, officers, or students assigned as interns related to this agreement.

**Community Partner Responsibilities**

Community partners will collaborate with the Carlson Center to interview and select Undergraduate Community Based Interns. The hosting organizations will be responsible for arranging individual on-site interviews with the 2-4 highly qualified candidates matched to their agency by the Carlson Center and informing the Community Liaisons of their final selection by November 8th, 2017. The host institution will provide a complete
description of their community-based internship opportunity to the Carlson Center and prospective intern candidates at or before the interview to ensure clarity of the desired role. This description will be subject to change based on the organization's need and the student intern's interest. Additionally, the hosting organization is responsible for sending their UCBI internship supervisor to an orientation and networking event on October 10th, 4:30-6pm to engage in a training on the intern selection process and program responsibilities and logistics.

The hosting organization will engage Undergraduate Community Based Interns in concrete work assignments that help address interests and needs identified by the community. They will also serve as co-educators of their selected Undergraduate Community Based Intern by providing orientation, training, and ongoing mentorship and supervision to support the successful completion of the internship experience. Organizations will be responsible for identifying an on-site mentor to provide support and guidance for their Undergraduate Community Based Intern. The hosting organization will ensure compliance with applicable laws and regulations and University of Washington policies and practices regarding the internship, and provide meaningful training, any necessary equipment, and an appropriate workspace for the duration of the internship. The host institution is responsible for notifying Community Liaisons in a timely manner if there is a performance or learning deficiency on the part of the Undergraduate Community Based Intern.

At the end of each quarter, the internship supervisor will complete a performance evaluation that communicates the intern's strengths and areas for growth and serve as a platform for adjusting the intern's learning agreement and assigned duties. Should an internship supervisor deem an intern's performance to be inadequate or unsatisfactory while completing the quarterly review, the supervisor can initiate discussion with the intern's Graduate Student Community Liaison to terminate or discontinue the intern's position.

The host organization will indemnify, defend, and hold harmless the Board of Regents of the University of Washington and its employees, officers, and students assigned as interns from any liability, claim, or damage (including, without limitation, reasonable attorneys' fees and litigation costs) arising from or alleged to arise from the acts or omissions (whether negligent,
intentional or otherwise), of the host organization’s trustees, officers, employees, and agents, including the negligent supervision of interns, related to this agreement.

**Workers’ Compensation**
This agreement shall not create an employer-employee relationship between the Undergraduate Community Based Interns and the hosting organization. Unless the hosting organization and the intern have entered into a separate employer-employee relationship, the hosting organization does not assume and shall not assume any liability under any law relating to worker’s compensation on account of any injury or illness suffered by any intern performing, receiving training, or traveling pursuant to this Agreement.

**Undergraduate Community Based Intern Responsibilities**
The intern is expected to adhere to applicable policies and procedures for the University of Washington, the Carlson Center, and the hosting organization. Where there may be a conflict, students should discuss the matter with the Graduate Student Community Liaisons. During the course of the internship, the intern is expected to maintain satisfactory attendance and participation to receive their allotted stipend. Interns will be expected to provide outstanding work on the tasks determined by their hosting organization and participate in on-campus reflection and personal and professional development activities. As a culmination of their experience, interns will develop a final presentation to staff and community members about their personal and professional growth as a result of their participation in an Undergraduate Community Based Internship.

If there are any concerns during the course of the internship, both the Undergraduate Community Based Intern and the hosting organization should contact the Graduate Student Community Liaisons at serve@uw.edu or 206-543-5514.

**CARLSON CENTER, UNIVERSITY OF WASHINGTON**

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| HOSTING ORGANIZATION |