

**GEORGE MASON UNIVERSITY  
EXPERIENTIAL LEARNING AGREEMENT**

**THIS EXPERIENTIAL LEARNING AGREEMENT** ("Agreement"), dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(the "Effective Date"), is made by and among

\_\_\_\_\_ ("Student"),

\_\_\_\_\_ ("Site"),

and George Mason University ("University"), a public institution of higher education and agency of the Commonwealth of Virginia, (together, the "Parties"). The purpose of this Agreement is to place Student in an off-campus work assignment with the Site, as part of an experiential learning program ("ELP"), consistent with the learning outcomes of the syllabus and offered by the University for academic credit.

Description of ELP

Student

Name: \_\_\_\_\_

G#: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Site

Organization or Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mason

Faculty Supervisor: Brenda Wiggins \_\_\_\_\_

Title: Associate Professor and RMGT Faculty Supervisor \_\_\_\_\_

Email: bwiggins@gmu.edu \_\_\_\_\_

Phone: 703-993-2068 \_\_\_\_\_

Term of ELP (Start Date – End Date): \_\_\_\_\_ to \_\_\_\_\_

Syllabus (link): \_\_\_\_\_

Description of Student Responsibilities for the ELP:

1. Complete and report on a minimum of 400 (560 for TR) hours
2. Obtain evaluations by site supervisor
3. Administer special project
4. Compile a final portfolio of work completed
5. Create and deliver a final presentation of work completed

Learning Objectives:

1. Observe/interact with professionals in the field
2. Acquire practical skills
3. Apply academic experience
4. Assess personal competencies
5. Practice decision-making

The following documents are attached and are incorporated herein by reference:

1. Attachment A: Terms and Conditions
2. Attachment B: Student Participation Consent Agreement

By signing this Agreement, the Student, the Site, and the University agree with the above terms, and with the terms and conditions of the Attachments.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Site: \_\_\_\_\_

Date: \_\_\_\_\_

University: \_\_\_\_\_

Date: \_\_\_\_\_

EXPERIENTIAL LEARNING AGREEMENT  
ATTACHMENT A  
TERMS AND CONDITIONS

**1. Definitions.**

- a. "ELP" or Experiential Learning Program means an off-campus, structured hands-on learning experience at Site (internship/externship/practicum) for the benefit of the Student, in which Student performs work under the supervision of the Site Supervisor for which the student will receive academic credit upon successful completion.
- b. "Site Supervisor" means a Site employee, agent, or volunteer, who is responsible for monitoring and supervising the Student throughout the ELP.
- c. "Faculty Supervisor" means a University faculty member who places and/or monitors the Student in the ELP.

**2. Termination.** The Site or the University may terminate this Agreement at any time without cause, provided that any student currently engaged in the ELP shall be given the opportunity to complete it, if possible.

**3. Site Responsibilities.**

- a. *Site Supervisor.* Site shall provide Student with a Site Supervisor. The Site Supervisor shall monitor and supervise the Student throughout the ELP.
- b. *Program.* Site shall provide Student with experiential learning opportunities consistent with the syllabus and the student responsibilities stated in the ELA.
- c. *Insurance.* Site shall carry and maintain in force during the Term of this Agreement, general and professional liability insurance, covering Site and its officers, agents and employees for their acts, omissions or negligence, in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. Site agrees to advise the University of any changes in this insurance coverage. Site will provide University a Certificate of Insurance ten (10) days prior to the start of performance of this Agreement. Continued evidence of insurance shall be provided upon replacement of coverage and at least 15 days prior to each renewal until no longer required by this Agreement. If Site is a federal, state or local government agency, the foregoing coverage requirements may be satisfied through an appropriate self-insurance policy.
- d. *Orientation.* Site shall orient both Faculty Supervisor and Student to the Site's rules, policies, regulations and procedures.
- e. *Performance Evaluation.* Upon request of the Faculty Supervisor, Site shall assist the University in the evaluation of the Student's ELP participation, learning and performance.
- f. *Disclosure of Known Risks.* The Site shall disclose to Student known risks associated with Student's participation in the ELP.

**4. University Responsibilities.**

- a. University will assign to Site only those Students who successfully complete any necessary prerequisite courses.
- b. University will assign a Faculty Supervisor to monitor the Student throughout the ELP.
- c. The University is responsible to the Student for academic supervision and grading.
- d. *Insurance.* The University is an agency of the Commonwealth of Virginia and is self-insured by the Commonwealth of Virginia Risk Management Plan for all claims up to the maximum provided by the Code of Virginia. The University, its agents, Students (while participating within the authorized scope of a clinical, internship, externship, or other ELP in order to meet pedagogical requirements), and employees are covered to the extent provided in the Plan. This insurance does not cover the operation of Site vehicles. Additionally, the Plan may not provide coverage for the Student while participating in the ELP if the Student is also an employee of the Site. All determinations regarding Plan coverage are made by

the Department of Risk Management and not the University. The University will provide a Certificate of Insurance upon request.

**5. Student Responsibilities.**

- a. *Registration.* Student must register and pay tuition for the University course prior to the commencement of the ELP.
- b. *Insurance and Health Care Costs.* Student is responsible (either out of pocket or through their health insurance) for any and all medical expenses incurred due to injury, loss or illness sustained while participating in the ELP. The University recommends Student maintain sufficient health, accident, and hospitalization insurance for the duration of the ELP. Site may require that Student obtain health insurance in order to participate in the ELP and Student should ask Site whether this is a requirement.
- c. *University Honor Code, Code of Student Conduct, Catalog and Policies.* Student understands and agrees that Student and ELP activities are at all times bound and subject to the George Mason University Honor Code, Code of Student Conduct, Catalog and Polices.
- d. *Consent Form.* Student agrees to sign the consent agreement attached as Attachment B.
- e. *Disclosure of Known Risks.* Student shall ensure that Site discloses to Student and Student is aware of known risks associated with participation in the ELP.

**6. General.**

- a. *Compliance with Laws.* The Parties shall at all times remain in compliance with all applicable local, state, and Federal laws, regulations, ordinances, and University policies, including but not limited to all public health and safety policies.
- b. *Independent Contractors.* The relationship of the Parties to each other is solely that of independent contractors. University and Site shall not be considered an employee, agent, partner or fiduciary of the other. Nothing in this Agreement shall be construed to create any partnership or joint venture between the Parties.
- c. *No Employment or Compensation.* No Student will be considered an employee of either the University or the Site solely by virtue of participation in the ELP and no Student shall displace any of Site's regular employees. The Parties further understand and agree that Students will not be entitled to compensation for their participation in the ELP or to employment at the conclusion of the ELP, except where the Site, at its sole discretion, elects to provide compensation to a Student for the ELP.
- d. *Liability.* To the extent provided by the laws of the Commonwealth of Virginia, the University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a party to this Agreement. Site agrees that it shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a party to this Agreement. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia or require the University to indemnify, defend, or hold harmless Site for claims brought against Site.
- e. *Nondiscrimination.* The Parties agree not discriminate on any basis prohibited under state or federal law or University policy.
- f. *Confidential Information.* Neither party shall disclose or use any information of a private, confidential or proprietary nature, or any other trade secret, without prior written authorization, except as required by law. The Parties shall also advise Students regarding the confidentiality of records and Site may request a Student sign a confidentiality agreement provided by the Site prior to participation in the ELP.
- g. *FERPA.* All student data shall be considered to be confidential and any release of information shall be in compliance with the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99) and Code of Virginia § 23.1-405(C). Site and its employees shall be considered a "school official" with "legitimate educational interests"

in University education records, as those terms have been defined under FERPA and its implementing regulations, of any student participating in the ELP, to the extent those records are necessary for the student's participation in the ELP. Site and its employees agree to abide by the limitations and requirements imposed on school officials, only use the education records for the purposes related to the student's participation in the ELP, and not share such data with or disclose it to any third party except as required by law, or authorized in writing by the University.

- h. *Amendment to Agreement.* No amendment or modification of this Agreement shall be valid unless in writing and executed by authorized representatives of the Parties.
- i. *Applicable Laws.* This Agreement shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia. If any provision or part of this Agreement is held to be invalid under such laws, the other provisions or parts of this Agreement will remain in full force and effect. All disputes arising under this contract shall be brought before a court of competent jurisdiction in the Commonwealth of Virginia.
- j. *No Assignment.* Neither party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without the Parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void. All of the terms and provisions of this Agreement are binding upon and inure to the benefit of the Parties and their successors and assigns.
- k. *Force Majeure.* Neither party shall be responsible for any delay or failure in performance resulting from any cause beyond its control, including, without limitation, war, terrorism, strikes, civil disturbances, national or regional health emergencies (including outbreaks, epidemics, and pandemics, regardless of whether such health emergency existed as of the Effective Date of this Agreement), and acts of God.
- l. *Final Agreement.* This Agreement and attachments constitute the entire understanding of the Parties and supersedes all prior oral or written agreements with respect to the subject matter herein.
- m. *Advertising.* Site shall not use, in its external advertising, marketing programs or promotional efforts, any trademark, mark, data, pictures or other representation of the University except on the specific written authorization in advance by the University.

EXPERIENTIAL LEARNING AGREEMENT  
 ATTACHMENT B  
 STUDENT PARTICIPATION CONSENT AGREEMENT

This Participation Consent Agreement is for all students in George Mason University's experiential learning program ("**ELP**") (i.e. internships/externships/practicums), including without limitation, students, faculty, staff, George Mason University and the agencies and individuals cooperating with the University. The student must sign this Agreement, with parental or guardian approval if the student is under the age of 18, to indicate agreement with the terms and conditions of the Agreement and permission to participate in the designated ELP.

Student Name: \_\_\_\_\_

Student G#: \_\_\_\_\_

College/School: CEHD/SRTM \_\_\_\_\_

Course Prefix/Number: RMGT 490 \_\_\_\_\_

Course Title: Internship \_\_\_\_\_

I understand that participation in any ELP involves some element of risk, including, without limitation, potential exposure to communicable diseases, property damage or loss, personal injury, bodily injury, and death and that the University cannot guarantee my or my property's safety. By participating in an ELP I am voluntarily assuming these risks.

I understand that the University recommends I maintain sufficient health, accident, and hospitalization insurance for the duration of my participation in the ELP. I further understand that it is my responsibility to obtain, maintain and pay for such health insurance. By signing below, I am certifying that, regardless of my insurance coverage, I understand that I am financially responsible for any and all medical treatment related expenses that I may incur due to any injury, loss or illness I may sustain while participating in the ELP.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

\_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name of Student

\_\_\_\_\_  
 Semester/Academic Year

\_\_\_\_\_  
 Signature of Parent or Guardian  
 (if Student is under the age of 18)