

DSGN 127 On-Campus Internship Memorandum of Understanding

Fall 2019 V1

San José State University
Department of Design
sjsu.edu/design

1)

implementing regulations; [REQUIRED PROVISION/HIPAA]

b. _____ shall reasonably assist in obtaining client consent in appropriate circumstances. In the absence of consent, students shall use de-identified information only in any discussions about the internship experience with University, its employees, or agents. [REQUIRED PROVISION/HIPAA]

5) Complying with _____'s dress code and wearing name badges identifying themselves as students if required;

6) Attending an orientation to be provided by their University instructors;

7) Notifying _____ immediately of any violation of state or federal laws by any student; and

8) Providing services to _____'s clients only under the direct supervision of _____'s professional staff.

A. Student Profiles: The department shall advise each student enrolled in the Program to complete and send to _____ a student profile on a form to be agreed by the parties, which shall include the student's name, address, and telephone number. Each student shall be responsible for submitting his or her student profile before the Program training period begins. _____ shall regard this information as confidential and shall use the information only to identify with each student.

G. Payroll Taxes and Withholdings: University shall be solely responsible for any payroll taxes, withholdings, workers' compensation and any other insurance or benefits, including the cost of any such claims, for University's employees and agents, if any, who provide services to the Program or otherwise participate under this agreement. For purposes of this agreement, however, students are trainees and shall be considered members of _____'s "workforce" as the term is defined by the HIPAA regulations at 45 C.F.R. § 160.103.

B. Schedule of Assignments: The department shall notify _____'s Program supervisor of student assignments, including the name of the student, level of academic participation, and length and dates of proposed internship experience.

III. Execution
By signing below, each of the following represent that they have authority to execute this Understanding and to bind the party on whose behalf their signature is made.

C. Program Coordinator: The department shall designate a faculty member to coordinate with _____'s designee in planning the Program to be provided to students.

Department of Design
Name: _____
Title: _____ Date: _____

D. Orientation Program: The department's instructors shall attend an orientation provided by _____, and shall provide similar orientation to students at the beginning of their enrollment in the Program.

Host Department: _____

E. Records: University shall maintain all personnel records for its staff and all academic records for its students.

Name: _____
Title: _____ Date: _____

F. Student Responsibilities: The department shall notify students in the Program that they are responsible for:

Signature: _____