

Stearns History Museum Internship Application

Name _____

Campus Address _____ Phone _____

Permanent Address _____

Phone _____

Address during Internship if different from Campus Address _____

Phone _____

Stearns History Museum

235 South 33rd Ave.

St. Cloud, MN 56301

www.stearns-museum.org

Phone: 320. 253.8424

Fax: 320.253.8424

email: info@stearns-museum.org

Internship Supervisor (to be filled out by Museum) _____

Semester _____

Beginning _____ Ending _____

Proposed Schedule _____

Faculty Advisor _____

College or University _____

Faculty Advisor's Address _____

Phone _____

Internship Objectives _____

Intern Contract

The following contract between the Stearns County Historical Society, Inc. d.b.a. Stearns History Museum, 235 South 33rd Ave., St. Cloud, Minnesota 56301, hereafter called "Museum," and _____ hereafter called "Intern," covers the items delineated below:

1. The Intern will report to the Museum's Assistant Director. On special projects, the Intern will report directly to the staff member responsible for that particular area. The Museum shall consult and coordinate with the Academic Advisor periodic conferences between appropriate representatives to evaluate the internship as needed.
2. An internship shall consist of a minimum of 120 hours. The Intern will establish a weekly work schedule. Any absences or tardiness will be reported immediately to staff supervisor. Interns will be responsible for recording their own hours. Three unexcused absences are grounds for termination of internship. Interns are allowed no more than five absences during internship period. One half (at least 60 hours) of the internship must be completed midway through the contract. The final hours must be completed by the conclusion of the contract. Extensions are not permitted.
3. The Museum reserves the right in their absolute discretion, to terminate interns whose work or conduct may have a detrimental effect on the program, or whose progress and achievement in the opinion of the Museum, do not justify their continuance in the internship program.
4. The parties of this agreement acknowledge that the Intern is not an employee of the Museum and does not receive employee benefits, including, but not limited to health insurance, retirement benefits, unemployment benefits, etc. There will be no exchange of monies between the Museum and the intern for services rendered by interns. For the purpose of this contract the Intern is considered a volunteer.
5. The Intern will receive a grade by the Academic Supervisor at the end of the internship. This is done in conjunction with the Intern's Museum supervisor. Copies of all research, etc. must be turned into the Museum by the end of the internship period, otherwise an incomplete will be given.

6. The Intern will not use his/her position with the Society to foster personal financial gain. The intern shall not misrepresent the Museum in anyway.

7. The Museum shall require every intern to conform to all applicable policies, procedures and regulations, and all requirements and restrictions specified by the Museum and the participating university/college. Any breach of conduct can be considered grounds for dismissal.

8. All work executed by the Intern during the internship becomes the sole property of the Museum. All rights, privileges and appurtenances thereunto appertaining, including any and all trademark and copyright interests in said work as well as the work itself covered by this internship vest in the Museum.

9. Nothing in this Agreement shall be construed as creating the relationship of copartners, joint venturers, or an association between the _____ and the Stearns History Museum, nor shall the Museum, its employees, agents, representatives, and interns be considered employees, agents or representatives of _____ for any purpose whatsoever, nor shall _____, its employees, agents, or representatives be considered employees, agents or representatives of the Museum for any purposes whatsoever.

10. Any amendment to this Agreement shall be in writing and shall be executed by the same parties who execute the original agreement or their successors.

The contract shall be effective _____ and will continue until _____.

I have read the contract and agreed to abide by its provision.

Intern By: _____
 _____ Telephone
 _____ Social Security #
 _____ Date

By: _____
 Executive Director, Stearns History Museum
 _____ Date

By: _____ Date
 Academic Supervisor