

Scott R. Letteney
City Attorney

Nhu H. Arn
Deputy City Attorney

Stacey Salvo
Paralegal

**Office of the
City Attorney**



City of Racine, Wisconsin

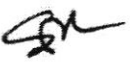
Marisa L. Roubik
Assistant City Attorney

Robin K. Zbikowski
Assistant City Attorney

Karen J. Wirtz
Executive Legal Assistant

February 26, 2020

MEMO TO: FINANCE & PERSONNEL COMMITTEE

FROM: SCOTT R. LETTENY 
CITY ATTORNEY

SUBJECT: COOPERATING INTERNSHIP SITE AGREEMENT
BRYANT & STRATTON COLLEGE

The office of the City Attorney requests authorization for the City to enter into a Cooperating Internship Site Agreement with Bryant & Stratton College for the placement of students from the paralegal studies program in an unpaid position for a minimum of 90 hours per student placement, and from time to time.



BRYANT & STRATTON COLLEGE COOPERATING INTERNSHIP SITE AGREEMENT

This agreement is hereby made this _____ day of _____, 20____, by and between Bryant & Stratton College, _____ Campus and _____ for the purpose of establishing a Cooperating Internship Facility.

Cooperating Internship Facility

Name _____
 Address _____
 City, State _____ Zip _____
 Phone _____
 Fax _____
 Supervisor _____
 Supervisor's Title _____
 Supervisor's e-mail _____

Bryant & Stratton College Intern

Name _____
 Address _____
 City, State _____ Zip _____
 Phone _____
 e-mail _____

BRYANT & STRATTON COLLEGE agrees:

1. To provide the names of student interns to the assigned office, clinic, or work site before the start date of the internship. Whenever possible, an introductory interview will be arranged by the Bryant & Stratton Director of Career Services for the cooperating internship facility.
2. To provide the cooperating office, clinic, or work site with information regarding the proficiency and educational summary of each student.
3. To provide the cooperating office, clinic, or work site with evaluation forms (Student Performance Evaluation Forms) to be completed by the supervisor or his/her designate.
4. To provide the student interns with all basic program instruction except that required in the final term of study before beginning the internship. This instruction will follow the subject descriptions and curriculum as published in the latest Bryant & Stratton College catalog.
5. To contact and visit the site before, during, and/or after the internship period for the purposes of providing information, feedback, and coordination assistance.

COOPERATING INTERNSHIP FACILITY agrees:

1. To recognize the internship student as a participant in an educational program and to cooperate in providing teaching situations for the intern that will contribute to the student's development as they relate to the classroom training and learning objectives. To provide the student at all times with the supervision of an office manager, physician and/or qualified work site designee during training in the office, clinic, or work site.
2. To not using the student to provide labor or as replacement for permanent employees.
3. To verify hours and dates worked by the student through review and signature. Required hours: Medical Assistant 160 hours and all others between 90 - 135 hours.
4. To provide the student with sufficient orientation to the equipment, office, clinic, or work site, and provide the necessary explanation of the nature of customers or condition of patients receiving the student's attention in order to safeguard the patients/clients and help the student in gaining skill and confidence. Assignments may vary with the ability of the student, the availability of equipment, and the condition of the office, clinic, or work site.
5. To report immediately to the Director of Career Services any unsatisfactory progress of the student intern(s).

- 6. ****To evaluate the student's performance at the mid-point of the term and upon completion of the final number of hours required by the completion of the College's Internship Evaluation Form.
- 7. To report promptly to the College any time missed for any reason. The college requires that students make up all work missed. Interns are requested to call both the College and the internship facility to report absences.
- 8. To consider and select students for the internship without discrimination on the basis of race, color, national origin, creed, sex, age, disability, marital status, sexual orientation or any other characteristic that is protected by state or federal law.
- 9. To release student interns to attend any required Internship Seminars upon written request from the college.
- 10. Compensation of the student intern is determined by the internship site manager. Note: Compensation of Medical Assisting students is prohibited by AAMA accreditation rules and regulations.
- 11. To provide the student with emergency medical care and to notify the College's Director of Career Services immediately in the event of serious illness or accident to the student. Cost of medical and/or hospital care shall be the responsibility of the student.

BRYANT & STRATTON and the COOPERATING INTERNSHIP FACILITY MUTUALLY agree that:

- 1. The student shall be subject to the rules and regulations of the assigned office, clinic, or work site. The cooperating internship facility or the college has the right to discontinue the internship of the student for valid reason. The cooperating internship facility agrees to notify immediately the College's Director of Career Services when such instances occur.
- 2. The College carries general liability insurance. The professional liability insurance or volunteer insurance coverage of the Cooperating Internship facility is applicable to students performing their internship at the facility. Medical Assisting students are covered under the Student Medical Malpractice policy carried by the College.
- 3. Bryant & Stratton College shall be represented by the Campus Director. He/she may designate the Academic Dean, Program Coordinator, or Director of Career Services to represent him/her. The cooperating internship facility shall be represented by the owner, physician, office or department manager, director of clinic, or business manager who may designate an assigned supervisor to represent him/her.
- 4. This agreement shall be in continuous effect until such time as it becomes necessary for either party to revise it, in which case, reasonable notice shall be given.
- 5. Any changes made to this agreement shall be made by mutual consent of both parties, shall be in writing, and shall be attached to this agreement as a rider.

BRYANT & STRATTON COLLEGE

COOPERATING INTERNSHIP FACILITY

Signature – Career Services Director Date

Signature - Supervisor for Intern Date

Signature - Intern Date

CONFIDENTIALITY AGREEMENT

This Agreement is made between _____ ("Student") and their Internship Site, on _____ 20__.

The STUDENT will perform internship services for an internship site which may require their internship site to disclose confidential and proprietary information ("Confidential Information") to a Student. (Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to Student's services for their internship site, the business or operations of internship site, and/or the products, drawings, plans, processes, or other data of the internship site. Accordingly, to protect the Internship Site Confidential Information that will be disclosed to the STUDENT, the STUDENT agrees as follows.

- A. STUDENT will hold the Confidential Information received from their Internship site in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- B. STUDENT will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by their internship site.
- C. STUDENT will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for internship site.
- D. STUDENT will, upon the request or upon termination of his/her relationship with their internship site, deliver to their internship site any drawings, notes, documents, equipment, and materials received from their internship site or originating from its activities for the internship site.
- E. The internship site shall have the sole right to determine the treatment of any information that is part or project specific received from the STUDENT, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as the internship site may deem appropriate.
- F. The Internship Site reserves the right to take disciplinary action, up to and including termination from the internship for violations of this agreement.

The STUDENT represents and warrants that it is not under any preexisting obligations inconsistent with the provisions of this Agreement.

Signing below signifies that the STUDENT agrees to the terms and conditions of the agreement stated above.

Internship Site Supervisor

Signature

Date: _____

STUDENT

Student Signature

Date: _____

TIME RECEIVED

February 4, 2020 7:46:18 AM CST

REMOTE CSID

4143027011

DURATION

97

PAGES

4

STATUS

Received

02/04/2020 05:02

4143027011

BRY&STA COL

PAGE 01/04



Bryant & Stratton College

Career Services

10950 W. Potter Rd.

Wauwatosa, WI 53226

P: (414) 302-7000 F: (414) 302-7011

Mission Statement

Bryant & Stratton College is a career college delivering outcomes-based education and training through a flexible, contemporary curriculum in a personalized environment.

Degrees Offered

- BBA—General Management
- BBA—Information Technology
- BS—Criminal Justice
- BS—Financial Services
- AAS—Accounting
- AAS—Business
- AAS—Criminal Justice
- AAS—Human Resources Specialist
- AAS—Medical Administrative Assistant
- AAS—Medical Assisting
- AAS/ADN—Nursing

Surf the Net

www.bryantstratton.edu

Confidentiality Statement

The information in this facsimile is intended for the named recipient only. It may contain information which is privileged and confidential. If the information is confidential, the recipient is prohibited from re-disclosing the information to other parties under Wisconsin Statutes 146.81-146.83 and 51.30. If you have received this communication in error, please notify the sender.

To: Stacey Salvo

Company: City of Racine Attorney's Office

Fax: 262-636-9570

From: Bryant & Stratton College
Career Services – Jenny Wiencsek
(414) 302-7007 ext: 586

Date: February 4, 2020

Pages to Follow: 3

Comments:

Thank you for working with Carolyn Redmond with her internship! I have attached the required internship documents that the student and her site supervisor should fill out, sign and return.

Once I receive this back, I can enter you in as a site supervisor and she can start documenting her hours.

I would greatly appreciate it, if you would please complete the following document and fax the completed form back to me at:

Bryant & Stratton College

ATTN: Career Services

Fax: (414) 302-7011

Or email to jmwiencek@bryantstratton.edu

Thank you for your time and assistance.