

Agreement identification

- **Title of agreement:** *Student Internship Agreement*
- **Institutions/parties:**
 - **Arab Community Center for Economic and Social Services (ACCESS)** (“Organization”)
 - **The Regents of the University of Michigan**, on behalf of **UM-Dearborn** (University of Michigan-Dearborn), **College of Arts, Sciences & Letters (CASL)** (“University”)

Effective dates (term)

- **Date of final signature (latest signature date shown): 08/19/2025** (University)
 - **Agreement start (effective) date: 08/19/2025** (agreement term begins from the date of final signature)
 - **Agreement length: 3 years**
 - **Agreement end date (3-year term): 08/19/2028**
 - **Early termination:** Either party may terminate with **30 days’ advance written notice**.
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Student-facing “what you need to know” table

Topic	What the agreement says (student-relevant)
Purpose	Creates an internship/work learning experience placement relationship between UM-Dearborn CASL and ACCESS to provide practical training and professional skill development for students.
Who is eligible / approval	UM-Dearborn determines and certifies student eligibility to participate for academic credit (including having appropriate background/skills and any needed licensure, if applicable).
Academic credit & grading	UM-Dearborn determines how much academic credit can be earned and sets academic requirements and the grading system/criteria for earning a grade.
Supervision & evaluation	UM-Dearborn assigns a faculty liaison to evaluate student performance; ACCESS provides orientation, training, supervision, and evaluation and returns student evaluations on a reasonable schedule.

Scheduling / attendance	ACCESS sets the work schedule ; students' established hours must comply with required hours set by UM-Dearborn (if work hours overlap). ACCESS agrees to permit students to attend required UM-Dearborn classes/meetings/seminars during placement.
Selection & screening by host site	ACCESS may set selection criteria and may require steps such as background investigations, drug testing, and health screenings as part of its selection process. If a student does not meet eligibility needs/preferences, ACCESS will notify the student and UM-Dearborn in writing with the basis.
Pay status	Students are classified at ACCESS as unpaid volunteers and may need to complete ACCESS's volunteer process .
Removal from placement	If ACCESS is dissatisfied with performance, it may request immediate removal of the student from the placement after UM-Dearborn is notified in writing with the basis. UM-Dearborn may also terminate a student's placement if the student does not comply with UM-Dearborn guidelines/procedures (with at least two weeks' notice to ACCESS).
Employment relationship	Students are not employees of ACCESS or UM-Dearborn for purposes of compensation/benefits/workers' compensation/unemployment, etc. Students cannot replace staff and must work under ACCESS supervision as part of training.
Confidentiality	Students may be exposed to ACCESS confidential/proprietary information; it must be kept private and used/disclosed only for placement purposes (as applicable).
Student records (FERPA)	Education Records are protected by FERPA ; ACCESS should not release such information and instead refers requests to the University, as permitted by law.
Insurance	UM maintains Professional Liability and Commercial General Liability/self-insurance covering UM and its students during the agreement term (limits stated: \$1,000,000 per occurrence / \$3,000,000 aggregate). ACCESS also maintains specified liability coverage/self-insurance (\$1,000,000 per occurrence / \$3,000,000 aggregate) and provides certificates upon request.
Nondiscrimination	Parties agree to comply with applicable nondiscrimination laws (including Title VI, Title IX) and the ADA.

Key contacts (for
coordination/notices)

ACCESS contact: Jackie Herman, 2651 Saulino Court, Dearborn,
MI 48120; (313) 842-6752; Fax (313) 203-7303;
jherman@accesscommunity.org. UM-Dearborn/CASL
Internship Office contact: Patti Martin, 4901 Evergreen Road,
Room 2040 CB; (313) 593-5188; **pdjones@umich.edu**.