

## Student acknowledgement of responsibilities. Completed by Student

(A) **Reporting Requirements:** WWU students doing internship work at any site on or off campus are responsible for reporting concerns of safety or welfare of children and vulnerable adults who are participating in the internship work (POL-U5310.14).

Vulnerable adult: Adult of any age who lacks the functional, mental, or physical ability to care for themselves, including persons who are developmentally disabled.

Child/minor: any person under the age of 18 years.

Abuse or neglect: Sexual abuse, sexual exploitation, or injury of a child. Negligent treatment or maltreatment of a child by a person responsible for providing care. Abuse or neglect of a vulnerable adult.

Harassment, intimidation or bullying: Any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any illegally discriminatory characteristic, when the intentional electronic, written, verbal, or physical act: (a) physically harms a child or vulnerable adult or damages a child's or vulnerable adult's property; (b) has the effect of substantially interfering with a child's or vulnerable adult's welfare or safety; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

If you (the WWU student) observes, learns about, or has reasonable cause to believe a child or vulnerable adult has been abused, neglected, harassed, intimidated or bullied, you must report at the first opportunity, but in no case longer than 48 hours, to both: (a) law enforcement (University police 360-650-3911, or local 911) and (b) faculty supervisor or chair of the HHD department. Exception: if there is imminent danger to the child or vulnerable adult, or a crime is in progress, the report must be made immediately to both: (a) law enforcement (University police 360-650-3911, or local 911) and (b) faculty supervisor or chair of the HHD department.

(B) **Unsupervised Access to Children or Vulnerable Adults:** If you will have unsupervised access to a child/minor or vulnerable adult during the performance of your duties during your internship work, you must report this to your faculty supervisor within 48 hours for evaluation of whether you need to have a criminal background check, or a change in duties.

Unsupervised Access – Being with a child/minor or vulnerable adult when not in the presence of: (a) another University representative; (b) another representative from a University co-sponsored program; or (c) any adult relative or guardian of any of the children or developmentally disabled persons or vulnerable adults. This does not include incidental contact with a single child which is minor or casual contact in an area accessible to and within visual or auditory range of others, such as passing a child or vulnerable adult while walking down a hallway. It does include being alone with a child or vulnerable adult for any period of time in a closed room or office.

(C) **Sexual Harassment:** If I am subject to sexual harassment, I will report this to my faculty supervisor or chair of the HHD department (see also WWU policy PRO-U1600.02A).

Sexual harassment is a form of sex discrimination and is therefore prohibited by law. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or activity is made either explicitly or implicitly a term or condition of an individual's employment or academic progress;
- Submission to or rejection of such conduct or activity is used as the basis for employment or academic decisions affecting such individuals, or
- Such conduct or activity unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment.

Sexual harassment can occur between persons without regard to gender, age, appearance, or professional status.



**Department of Health and Human Development  
Kinesiology Program Internship Manual  
Part 4 of 8: Student responsibilities contract**

---

In addition, I will comply with the sexual harassment reporting requirements of the workplace of my internship.

(D) **Discrimination:** If I am subject to discrimination (including sex discrimination) during an internship I must report the discrimination to my university advisor or chair of the HHD department, as required under WWU policy POL-U1600.04 Preventing and Responding to Sex Discrimination Including Sexual Misconduct.

(E) **Behavioral Expectations:**

- Engaging in a consensual relationship with a supervisor, staff or client at the workplace of my internship is not allowed.
- Engaging in an activity outside of the workplace site and/or work hours of my internship with members of the staff of the workplace is allowed only when a minimum of five staff members are present, unless pre-approved by the WWU faculty supervisor.

(F) **Acknowledgement of Risk and Hold Harmless:** I acknowledge that I am responsible for identifying and assessing risks to my health, safety and well-being that may arise from the activities of the internship. If an activity has an unacceptable level of risk, I will immediately discontinue the activity and notify my faculty advisor or field site supervisor. Therefore, any activity of the internship in which I participate will be considered to have been undertaken with my understanding and acceptance of the risks.

(G) **If injured:** If I am injured at an internship site or activity, I must report the injury to my university advisor or chair of the HHD department within 24 hours of the accident. The university advisor or chair completes the University's accident reporting procedures.

In consideration of my participation in the internship and to the fullest extent permitted by law, I agree to hold Western Washington University, its trustees, officers, directors, employees, agents, volunteers and assigns harmless from and against all claims arising out of or resulting from the internship, except for claims resulting from the negligent acts or omissions of Western Washington University, its trustees, officers, directors, employees, agents, volunteers and assigns. "Claim" means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. In addition, I hereby voluntarily hold harmless Western Washington University, its trustees, officers, directors, employees, agents, volunteers and assigns from any and all claims, both present and future, that may be made by me, my family, estate, heirs or assigns.

I have read and understand my responsibilities listed A, B, C, D, E above. I have asked and had any questions I have regarding these responsibilities answered.

---

Note: Typing your name in the following signature field constitutes an electronic signature.

Signed: Internship Student

Date: