



# Cornell College

CORNELL FELLOWS

## CORNELL FELLOWSHIP AGREEMENT

Student Expectations and Acknowledgement of Risk and Release

### STUDENT INFORMATION

Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Majors: \_\_\_\_\_ Minors: \_\_\_\_\_

Home City: \_\_\_\_\_ Home State: \_\_\_\_\_ Home Country: \_\_\_\_\_

### FELLOWSHIP INFORMATION

Fellowship: \_\_\_\_\_

Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Department: \_\_\_\_\_

Academic Credit Course ID: \_\_\_\_\_ Credit Term and Year: \_\_\_\_\_

Fellowship Start Date: \_\_\_\_\_ Fellowship End Date: \_\_\_\_\_

### MENTOR INFORMATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Cornell College itself does not control the way in which this experiential learning opportunity and the fellowship site are structured or operate. In providing support for this fellowship, the College affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in a liberal arts program of study but makes no other assurances, expressed or implied, about any travel and living arrangements the student has made. Cornell College does not knowingly approve fellowship opportunities which pose undue risks to their participants. However, any fellowship or travel carries with it potential hazards which are beyond the control of the College and its agents or employees.

My signature below signifies that I understand the following expectations, policies, and procedures, and that I agree to abide by them.

<b>Fellowship Expectations</b>
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- 1) I agree to submit a budget to the Cornell Fellows Program outlining my anticipated expenses associated with housing, transportation, food, and supplies related to my fellowship experience. I recognize that domestic fellowships may receive a monetary expense allowance up to \$3,000 and international fellowships may receive up to \$4,100. I understand the budget must be submitted and approved by the Cornell Fellows Program prior to funds being disbursed by the College.
- 2) I accept a monetary expense allowance in the amount of \$\_\_\_\_\_ to help defray my costs associated with housing, transportation, food, and supplies related to the fellowship and that by accepting these funds I will use the expense allowance for the aforementioned purpose. I understand that I am personally responsible for expenses I incur as part of the fellowship beyond the amount of the monetary expense allowance provided by the Cornell Fellows Program.
- 3) I recognize that I am responsible for setting up an appointment with the Cornell Fellows Program prior to the start of my fellowship to have my photo taken for marketing purposes by Cornell Fellows. I understand that my monetary expense allowance may not be disbursed until after I have met this expectation.
- 4) I recognize that I am responsible for submitting a Cornell College Internship Agreement no less than two weeks prior to the start of my fellowship. I understand I am responsible for obtaining contact information and a signature from an authorized company representative to complete the Agreement.
- 5) I recognize that I am responsible for submitting a Learning and Assessment Plan by the start of week two of my fellowship. I understand I am responsible for initiating a conversation prior to the start of my fellowship with my site mentor to complete the Plan.
- 6) I recognize that I am responsible for submitting a weekly activity report via the Cornell Fellows Blog or via email to the Cornell Fellows Program every Tuesday throughout the duration of my fellowship. I understand that my report should include a summary of the

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previous week's activities and reflections on the experience. I agree to submit any delinquent reports no later than two weeks after the conclusion of my fellowship.

- 7) I acknowledge that I am required to take digital photos of myself in my work environment while at the fellowship site, post photos online as part of my Blog throughout my experience as appropriate, and also submit digital copies of photos to the Cornell Fellows Program no later than two weeks after the conclusion of my fellowship.
- 8) I recognize my experience may be valuable for marketing purposes by the Cornell Fellows Program and therefore authorize Cornell College to publish accounts and images of my achievements as a Cornell Fellow in print and electronically.
- 9) I agree to submit a written, three- to five-page, post-fellowship report no later than two weeks after the conclusion of my fellowship. I understand the report shall include a full overview of my fellowship site, a summary of activities completed as a fellow, reflections on the experience and how the fellowship has influenced my future academic or professional plans, as well as general comments about the overall fellowship process.
- 10) I agree to submit a hand-written thank you card addressed to my fellowship's donor no later than two weeks after the conclusion of my fellowship. I understand that stationery will be provided for me to use and that I am responsible for obtaining the stationery from the Career Engagement Center.
- 11) I agree to complete an on-campus presentation as part of the semi-annual Cornell Fellows Showcase. I understand that I am scheduled to present as part of the \_\_\_\_\_ recognition program. If I am unable to present at my scheduled recognition program due to an approved conflict by the Cornell Fellows Program, I may have the option to present at the next regularly scheduled program.
- 12) If I fail to meet any of the deadlines noted above, I am aware that an amount totaling 25% of my full expense allowance must be turned in to the Career Engagement Center by check within 30 days of the missed deadline. After the 30 day period a \$100 billing fee will be assessed and included with the overdue amount added to any unpaid balance of my tuition and fees and will be subject to the regular financial collection procedures which may include financial probation possibly leading to financial suspension from Cornell College. I acknowledge that I will be notified by my Cornell College e-mail if I am required to remit payment.
- 13) I recognize that if I choose not to participate in the fellowship or if I am released from my fellowship site for any reason, I will reimburse the Cornell Fellows Program up to the full amount of the monetary expense allowance I was awarded as a Cornell Fellow.
- 14) I recognize that I must be a student in good standing and continuously enrolled at Cornell College during my fellowship experience and that I must be enrolled for at least one course after the conclusion of the fellowship. If I fail to meet this expectation, I will reimburse the Cornell Fellows Program the full amount of the monetary expense allowance I was awarded as a Cornell Fellow.

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<b>General Expectations</b>
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- 15) I am expected not only to participate fully in the activities required as part of the Cornell Fellowship, but also to cooperate with the site mentor during the entirety of the fellowship. I am expected to be prompt for all activities required of the fellowship and shall abide by all the rules and regulations required of regular employees of my fellowship site. I understand that the responsibilities and circumstances of an off-campus fellowship require a standard of professional decorum that may differ from that of Cornell College. Therefore, I indicate my willingness to understand and conform to the professional standards of the fellowship site.
- 16) I understand that it is important to the success of the Cornell Fellows Program and the continuance of future fellowships that fellows observe standards of conduct that would not compromise Cornell College in the eyes of individuals and organizations with which it has dealings, and I acknowledge the responsibility of Cornell College and the staff of the Cornell Fellows Program to set rules and interpret conduct for this purpose.
- 17) I agree that should the staff of the Cornell Fellows Program decide that I must be terminated from my fellowship because of conduct that might bring the program into disrepute or the fellowship site into jeopardy, that decision will be final and may result in the loss of academic credit.
- 18) I will follow all instructions and guidelines put forth by the site mentor. If, for any reason, I am asked to withdraw from or leave the fellowship site, I acknowledge that Cornell College is not responsible for any costs related to my withdrawal from the program.
- 19) I am responsible for my own actions at all times. This includes, but is not limited to:
- a) Transporting, checking, and reclaiming my own luggage, and may be limited to the amount of luggage I can carry unaided with reasonable speed and confidence. I am responsible for my own private possessions during the entirety of the fellowship.
  - b) Consideration of those with whom I live, and abiding by the rules of the hosts or housing management. I agree to behave and dress appropriately to the situations and to respect the customs and sensitivities of the region or country in which my fellowship takes place.
  - c) Abiding by all the rules and regulations of Cornell College, and observing the laws and customs of the households and communities of the region or country in which my fellowship takes place.
  - d) If I consume alcohol, I am expected to do so legally and with the moderation characteristic of the most responsible of adults, demonstrating consideration for myself and others, particularly my fellow co-workers and hosts.
  - e) Refraining from using profanity.

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- 20) There will be absolutely no possession or use of illegal substances of any kind, including marijuana.
- 21) I certify that I am physically, mentally, and emotionally capable of participating in the activities of the fellowship.
- 22) I agree to provide a written statement from a qualified health professional who reports that I am in good health, may travel as required, and am free from any physical or mental ailment or disability requiring medical, surgical, or other care of treatment which might endanger the health or safety of myself or those with whom I may come in contact. I understand that my monetary expense allowance may not be disbursed until after I have met this expectation.
- 23) I certify that I have the necessary quantity of all medication needed for the duration of the fellowship and assume responsibility for taking said medication.

Allergies: \_\_\_\_\_

Regularly taken medications: \_\_\_\_\_

Other health conditions: \_\_\_\_\_

- 24) I certify that I am covered by the following medical insurance plan and will be covered for the duration of my involvement in this fellowship. I recognize that Cornell College does not have an obligation to provide me with insurance.

\_\_\_\_\_  
Name of Hospitalization Plan

\_\_\_\_\_  
Subscriber Name

\_\_\_\_\_  
Insurance Card Number

\_\_\_\_\_  
Expiration Date

In case of an emergency, I grant Cornell permission to contact the following individual(s) and discuss any medical or personal situation I may have encountered during the fellowship:

\_\_\_\_\_  
Name and Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Numbers (home, work, and cell)

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25) I accept the responsibility to pay for any medical treatment I may need before, during, and following my fellowship experience, including but not limited to: visits and treatments my physician may suggest prior to and following travel, vaccinations, medications, incidental and emergency treatment.

26) I certify that I have made the following housing and transportation arrangements as part of the fellowship:

a) Housing

\_\_\_\_\_  
Name of Property or Private Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Student Cell Phone Number

b) Transportation to Fellowship Site

\_\_\_\_\_  
Mode and Transportation Provider

\_\_\_\_\_  
Departure Date, Time, City, and Route Number

\_\_\_\_\_  
Arrival Date, Time, and City

c) Transportation from Fellowship Site

\_\_\_\_\_  
Mode and Transportation Provider

\_\_\_\_\_  
Departure Date, Time, City, and Route Number

\_\_\_\_\_  
Arrival Date, Time, and City

27) It is understood that when I travel for non-fellowship related travel, such travel is done at my risk alone, and that Cornell College does not assume any responsibility for what transpires as a student travels on her/his own.

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- 28) I understand that if I use my personal vehicle for the benefit of the organization with whom I perform my fellowship, Cornell College has no liability for injury or property damage which may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance coverage provided by the fellowship site.
- 29) I accept the responsibility to pay for any additional costs, expected or unexpected, if I choose to extend my trip or delay my trip departure, including incidents when my trip might be delayed or extended due to personal injury, illness, family emergencies, or any other event that may interrupt travel related to my fellowship experience.

<b>Acknowledgement of Risk and Release</b>
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- 30) I acknowledge that Cornell College and the faculty and staff shall not be liable for any theft, loss, inconvenience, damage, or injury to applicant or his/her property occasioned by, or arising from, any defective equipment or any act, omission, negligence or breach of duty of fellow students, hotels, or similar institutions, carriers (public or private), restaurateurs, travel agencies, purveyors, or any agent or servant of them, or any person of company engaged by Cornell College or from any changes in transportation service, sickness, weather, strikes, war, quarantine or other cause.
- 31) I acknowledge that the activities involve exposure to various risks (including but not limited to vehicle accidents, illness, etc.).
- 32) I acknowledge that the on site supervisors and co-workers are not representatives or agents of Cornell College and as such the college has no liability for their actions, performance, omissions or requests.
- 33) I acknowledge that any host families or lodging providers are not representatives or agents of Cornell College and as such the college has no liability for their actions, performance, omissions or requests.
- 34) I acknowledge that all transportation providers are engaged as independent contractors and not as agents or employees of Cornell College. In addition, I acknowledge that Cornell College, the faculty and staff shall not be liable for participants who choose to travel independently of or extend travel beyond that of the arranged fellowship.
- 35) I assume all risk and financial responsibility for any loss or injury to myself that may result from my actions or omissions, including, but not limited to, any undisclosed physical or emotional problems that might impair my ability to complete the fellowship, and I release Cornell College from any liability for injury to myself or damage to or loss of my possessions.
- 36) I indemnify and hold Cornell College harmless from all costs, claims, charges, liabilities, obligations, judgments, costs of suits, and attorney fees arising out of my negligence or misconduct.

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37) I understand that a credit card or cash is often the only way to receive medical care in a foreign country.

38) I authorize Cornell College or any of its agents to provide or authorize any reasonable, incidental and/or emergency medical treatment, and I accept responsibility to pay for such treatment (see other requirements regarding medication, #23, and health insurance, #24).

I understand that Cornell College reserves the right to make cancellations, changes or substitutions in case of emergency or changed conditions or in the general interest of the Cornell Fellows Program. I have read this Expectations and Acknowledgement of Risk and Release, understand its contents, and agree to abide by the terms of this agreement. I have had a chance to ask questions regarding this consent form and have had those questions answered to my satisfaction. I do hereby release, discharge and covenant not to sue Cornell College, its governing board, employees or agents as to any and all liability that may arise out of injury or harm to me, death, or property damage, resulting from my participation in this fellowship, excepting only liability due to the negligence or willful misconduct of the College.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Parent or Guardian (if a minor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent or Guardian

**FOR CORNELL FELLOWS PROGRAM ONLY**

Date Received \_\_\_\_\_ Staff Initial \_\_\_\_\_

Initial \_\_\_\_\_