**AGREEMENT FOR PROVISION OF UNPAID STUDENT SERVICES**

**TO THE MICHIGAN DEPARTMENT OF STATE POLICE**

|  |  |
| --- | --- |
| The purpose of this agreement is to establish certain conditions under which volunteer, externship, or internship services will be provided to the Michigan Department of State Police (MSP). This is not an employment agreement, and it is specifically understood that this is not intended to establish an employee/employer relationship.  1. I agree to act in the capacity of a volunteer as defined by MCL 691.1401(h) when providing any volunteer services for the MSP. I further understand that the MSP may terminate my volunteer status at any time.  2. I understand I will receive no compensation or fringe benefits, such as health, dental, vision, or other insurance benefits, in exchange for performing volunteer services for the MSP.  3. I understand that, since I am not a classified state employee, I will not have any employment preference, seniority, recall, or any other right to employment with the MSP or State of Michigan when I cease to provide volunteer services.  4. I will perform those duties as assigned by       , or his or her designee, generally between the hours of       and       .  5. I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of controlled or illegal substances, nor will I use alcohol during the performance of volunteer services. 6. I will immediately report any police contacts outside my assigned volunteer duties during the period of time I am volunteering my services. This shall include the reason for the contact, the agency and the name of the person with whom the contact was made.  7. I will not use, or authorize the use of MSP funds, office space, property, stationery, postage, vehicles, equipment, supplies, or any other public resource on behalf of, or in opposition to, any candidate for public office or in favor of, or opposition to, any ballot proposal or proposed ballot proposal.  8. I agree not to use MSP equipment or resources including, but not limited to, telephones, copiers, fax machines, vehicles, office supplies, computers, internet access, computerized legal research sources, etc., other than for work related purposes.  9. I will not use any MSP supplies, equipment or instrumentation for any task that has not been assigned to me by my supervisor.  10. I understand that the MSP retains all intellectual property rights to any document or work product produced by me, and that the MSP will not be charged, nor owed payment, for any document or work product I may develop.  11. I will adhere to any guidelines, even though I am not an employee, regarding conflicts of interest and reporting potential conflicts set forth by the State of Michigan, Civil Service Commission Rules and Regulations, and by policies of the MSP, and any other applicable state policy, statute, or work rule. I further agree that I will comply with all applicable state policies and work rules and statutes, including those prohibiting discrimination and harassment.  12. I understand that many matters dealt with by the MSP are confidential in nature. I agree not to use, disclose, distribute, or communicate in any form, information with regard to the work of the MSP. An informational log or paper prepared for academic credit that does not disclose confidential information is permissible. I will provide my supervisor with a draft copy of any required log or paper for review and approval prior to submission.  13. I understand that I may be subject to a background check, including a criminal background check, as the MSP deems appropriate.  14. I understand that certain violations of this agreement may subject me to criminal prosecution or damages, and may be reported by the MSP to my school or potential employer.  15. I understand that my volunteer or intern status will immediately be terminated if any of the above provisions are violated. | |
| Signature | Date |
| Print or Type Name | |