

INTERNSHIP AGREEMENT



Flathead Valley Community College
 777 Grandview Drive, Kalispell, MT 599001
 Career Advisor Cathy Allard | PH: 406.756.3803 | FAX: 406.756.3911 | www.fvcc.edu | email: callard@fvcc.edu

INSTRUCTIONS: Please complete the information below, save the file, then print & sign. An original, signed/dated Internship Agreement must be received and approved by the Career Advisor prior to the start date. Copies will be sent to all signing parties.

Semester (circle) **FA SP SU** 20__

INTERNSHIP PROVIDER:		STUDENT INTERN NAME:	
Site Supervisor & Title:		Intern Position Title:	
Type of Business / Intern Job Duties:			
Business Email:		Student Email:	
Business Phone:		Student Phone:	
Business Address:		Student Address:	
City, State, Zip:		City, State, Zip:	
Business FAX:		Course #:	
		Instructor:	
BUSINESS HAS:		Advisor:	
1) Registered as Employer on FVCC Career Board: www.fvcc.edu/career-board 2) Entered Internship/Job Description <input type="checkbox"/> Yes – REQUIRED <input type="checkbox"/> Not Yet		Student Registered on FVCC Career Board: www.fvcc.edu/career-board	<input type="checkbox"/> Yes REQUIRED
Compensation:	<input type="checkbox"/> PAID Wage \$ _____ hour	Total Credits/Hours	
	<input type="checkbox"/> UNPAID* (Provider verifies internship meets Fair Labor Standards criteria - https://www.dol.gov/whd/regs/compliance/whdfs71.htm)	Internship Schedule (or attach)	
Begin Date:		End Date: OR last day of semester	

Your signature below means you have read the respective INTERNSHIP HANDBOOK either in print or listed online at <http://www.fvcc.edu/student-support/career-services/students-alumni/internships/> and agree to abide by and fulfill the ROLES & RESPONSIBILITIES therein. **Please verify with your initials on page 2 of this AGREEMENT.** This AGREEMENT is in effect only from the Begin Date – End Date. The college or business/organization retains the right to terminate this agreement should any party fail to meet the obligations outlined under their respective Roles and Responsibilities.

Internship Site Mentor: (Type or Print Name) <input style="width: 50px;" type="text"/>		
Signature:		Date:
Intern/Student: (Type or Print Name) <input style="width: 50px;" type="text"/>		
Signature:		Date:
Faculty/Instructor: (Type or Print Name) <input style="width: 50px;" type="text"/>		
Signature:		Date:
Career Advisor: Cathy Allard		
Signature:		Date:

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INTERNSHIP ROLES & RESPONSIBILITIES

STUDENT

- **Meet** pre-requisites noted in catalog, complete **INTERNSHIP APPLICATION**, with attachments – resume, references and site list.
- **Register** for the course – paper form – signatures from advisor is required.
- **Attend** an orientation to review syllabus, learn the internship process, and prepare application materials
- **Meet** with Career Advisor to review application, resume and discuss potential internship sites.
- Apply for and interview with prospective internship sites. If accepted, complete and return a signed **INTERNSHIP AGREEMENT**. **Note: No hours will be counted until a signed INTERNSHIP AGREEMENT is received by the Career Advisor.**
- **Consult** with the Internship Site Supervisor and then meet with the Internship Faculty to review and develop specific, measurable and relevant **LEARNING OBJECTIVES**, due within the first 20 hours of the internship.
- **Adhere** to company policies, confidentiality, procedures and follow pre-determined internship schedule that allows for completion of required hours by the end of the semester.
- **Turn in, on time**, course assignments including activity logs, time sheets, evaluations and documentation of learning as requested by faculty/instructor.
- **Authorize** release of school records and other records in connection with the internship in compliance with FERPA.
- **Internship** might have additional costs and processing for items such as background checks, immunizations, or transportation.
- **Follow** professional standards of conduct, organizational policies and safety standards. *Violations of professional ethics, insubordination, unexcused absences, breaches of confidentiality, or failure to turn in assignments on a timely basis are cause for termination, removal from the internship site and will result in an "F" grade.*
- **Share** any concerns with the Faculty/Instructor and/or Career Advisor.
- **Report** any accidents to the worksite supervisor immediately; notify FVCC's Business Services office at 756-3821.

Student Initials _____

Date _____

INTERNSHIP SITE

- **Verify** the ability of the business to provide meaningful mentoring and opportunities for intern learning and practicing their skills.
- **Assure** that the students will be accepted and assigned work without regard to age, handicap, national origin, race, marital status, parental status, religion, or sex.
 - Provide adequate working space, training, supplies and equipment for student training and learning.
 - Train and orient student to all health and safety practices and organizational policies and procedures, including confidentiality, applicable to the internship.
- **Complete** an internship listing that includes learning opportunities, project tasks, and minimum qualifications.
 - Enter positions into the FVCC online job board.
- **Read** and discuss the responsibilities, legal issues and learning components of internship with the Career Advisor.
- **Review** resumes and interview prospective interns and inform interns & Career Advisor of hiring decisions.
- **Provide** input to student in developing specific learning objectives, then provide assistance and training necessary to help student meet those learning objectives, along with training to learn job specific skills.
- **Establish** a regular meeting time and meet with intern at least weekly to provide training, direction and feedback to the student.
- **Participate** in an on-site visit from internship Faculty/Instructor and assess student learning by verifying hours and completing and returning a MID-TERM and FINAL INTERNSHIP PROVIDER EVALUATION noting accomplishment of learning objectives.
- **Contact** the FVCC instructor or Career Advisor if any questions or problems arise.

Internship Site Mentor Initials _____

Date _____

FVCC FACULTY/INSTRUCTOR

- **Advise** and assist the student in the development of clear, concise, measurable learning objectives.
- **Provide** the student with a course syllabus and grade the student at the end of the term.
- **Coordinate** the related instruction with the student's curriculum and monitor the student's internship experience through activity logs or journals or discussions and track hours. Turn in MONTHLY TIME SHEETS from all students to **Career Advisor** by **5th of the month**.
- **Meet** with the student, in person, at least two times during the term, at least once at the work site (if a remote work site – videochat).
- **Contact** the internship site mentor at least twice during the term, one of which must be in person at the internship site.
- **Assist** students and internship providers in meeting learning objectives and evaluating progress.

Instructor/Faculty Initials _____

Date _____

FVCC CAREER ADVISOR

- **Provide** businesses, faculty and students with information about FVCC Internship opportunities, policies and procedures through written and electronic materials, web pages or in person.
- **Discuss** opportunities for learning and relevance of job description to major, degree area and intern's career goals with potential internship sites.
- **Ensure** that internship site has adequate resources – work space, training time, and mentoring to enable the student to complete their learning objectives in an environment conducive to learning.
- **Review** legal guidelines re: compensation, employment status, workers' compensation, and other employment laws with prospective internship sites.
- **Maintain** internship listings, database and provide assistance to help students locate internship sites with quality learning opportunities.

Career Advisor Initials _____

Date _____