

Chadron State College

Internship Training Agreement

Student Intern Name: _____ NUID: _____

Internship Site Name: _____

Internship Location: _____

Internship Supervisor Name: _____

Internship Supervisor Email Address: _____

Internship Supervisor Phone Number: _____

Hours per week: _____ Start Date: _____ End Date: _____

Total Hours: _____

Academic internships provide students with the opportunity to connect their academic program to experiential learning in a professional setting. In recognition of the roles, responsibilities, and expectations of the college instructor, student intern, and internship site supervisor, all parties agree as follows:

Responsibilities of Student Intern:

As the student enters the internship site, he/she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

1. Adhering to internship site work hours, policies, procedures and rules governing professional staff behavior.
2. Adhering to internship site policies governing the observation of confidentiality and the handling of confidential information.
3. Maintaining professional relationships with internship site employees, customers, and so forth.
4. Relating and applying knowledge acquired in the academic setting to the internship site setting.
5. Developing a self-awareness regarding attitudes, values, behavior patterns and so forth.
6. Being consistent and punctual in the submission of all work assignments to the internship site supervisor and college instructor.
7. Notifying your internship site supervisor in advance if you are unable to attend work or need to adjust your schedule.
8. Record, review, and sign weekly time logs and submit to internship site supervisor and college instructor.

Responsibilities of Internship Site Supervisor:

It is the responsibility of the Internship Site Supervisor to provide direct on-the-job supervision of the student intern that includes the following:

1. Orienting the student intern to the internship site's structure and operation.
2. Orienting the student intern to the Internship Site's policies and procedures regarding appropriate dress, office hours and applicable leave policies.
3. Introducing the Student Intern to the appropriate professional and clerical staff.
4. Providing the Student Intern with adequate resources necessary to accomplish job objectives.
5. Orienting the Student Intern to the policies and procedures of the personnel department.
6. Affording the Student Intern the opportunity to identify with the supervisor as a professional staff person by jointly participating in appropriate workplace activities.
7. Assigning and supervising the completion of tasks and responsibilities that are consistent with the students defined internship goals and outcomes to be completed with Internship Site Supervisor.
8. Site may request to the college, based on Student Intern's performance or attendance record or whose health status is a detriment to the student's successful completion of the internship program to withdraw. Site will work with the College Instructor to withdraw the student from a specific assignment. In cases where student performance is an immediate detriment, Internship Site Supervisor can require the student to be removed immediately. The final decision shall be made between the Internship Site and the College Instructor.
9. Providing regularly scheduled supervisory conferences with the Student Intern.
10. Submitting an evaluation on the Student Intern's internship performance.
11. Submitting a Role and Responsibility description consistent with the agreed upon goals and learning outcomes for the Student Intern by the end of the Student Intern's first week at the Internship Site.

FERPA: The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records and prohibits schools from releasing student education records without the consent of eligible students. Both parties agree to comply with the FERPA rights of student records.

Non-discrimination: All Parties agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee, student or individual who is involved in the performance of this Agreement, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

ADA and Drug-Free Workplace: All provisions of this Agreement are subject to the Americans with Disabilities Act (ADA). Further, the Internship Site certifies that the Internship Site operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.

Student Intern Signature

Date

Internship Site Supervisor Signature

Date

Note: This document is not a legal contract. It may be terminated at any time by any party. Its purpose is to establish a shared understanding of the goals and objectives of the internship program.