



Student Name:			Date:		
Employer/ Trainer:					
Address:					
City:			State:		Zip:
Supervisor Name:			Supervisor Title:		Phone #:
Work Period	Start:		End:		Fax #:
Hours Per Week:		Pay Rate:		Internship Job Title:	

**Student:** Adhere to all employer policies. Make every effort to complete Learning Objectives during work period. Notify the employer and the Faculty Coordinator of any illness or emergency that interferes with completion of the internship. Contact the Faculty Coordinator prior to terminating internship. Students must receive Dean's approval prior to dropping an internship. The student must maintain a 2.0 GPA prior to full approval of the initiated Training Agreement and Internship Program.

**Employer:** Provide varied work experience and training opportunities. Provide student with the opportunity to meet their Learning Objectives. Assist the college in evaluating the performance of the student. Provide a safe and healthy work environment. Meet with the student and the Faculty Coordinator as needed. Provide the number of work hours needed for internship credit during the academic term assigned.

**College:** Provide the student with instruction in job related skills prior to placement. Meet with the employer to review the Learning Objectives. Visit the student at the internship site where geographic location permits. Communicate with employer and student as needed during internship. Grant credit for completion of a successful internship.

**Learning Objectives:** The attached objectives and/or competencies for the work period have been established and agreed to by the signing parties

**Affirmative Action Statement**

\_\_\_\_\_ (*name of organization*) hereby affirms it is an equal opportunity employer, offering employment without regard to race, color, religion, sex, national origin, or age and provides Equal Employment Opportunity to handicapped individuals, disabled veterans, and veterans of the Vietnam era.

**Signatures:**

Student:		Date:
Faculty Coordinator:		Date:
Employer:	Title:	Date: