

Student Information

Name _____

Major _____ Expected Graduation Date _____

Telephone _____ Email _____

Title of Internship _____

Company/Supervisor Information

Company _____ Department _____

Supervisor Name _____ Title _____

Telephone _____ Email _____

Schedule of Internship

Begins _____ Ends _____

Hours to work per week _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
Hours						

Payment (check one) Paid Unpaid*

If paid internship, provide amount of payment: \$ _____

* If unpaid please read <http://blog.capital.org/the-six-criteria-for-unpaid-interns/> for guidelines

When students are enrolled in Cooperative Education classes at Cuesta College, the following applies:

1. All students are charged a mandatory health service and accident fee which covers them for free health services at both the Main campus and the North County campus.
2. Cuesta College carries a comprehensive liability policy. Cooperative Education students working on a non-paid basis are covered by Cuesta College's Workers' Compensation policy (Ed. Code 78249)
3. Any work done outside of the scheduled semester dates will not be covered under Cuesta College's Liability Policy.

Appointment

1. The Appointment is for an initial period _____ of expiring on _____, unless otherwise terminated earlier by either party upon two weeks written notice.
2. It is understood that the Appointment precludes the student from being considered as a worker or employee of the Company and that the undertaking of the Appointment is on a genuine volunteer basis.
3. The Internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with the Company.

General Responsibilities of the Parties

Student will have the following Responsibilities

1. To observe all applicable rules, regulations, instructions, procedures and directives of the Company;
2. To behave in a professional manner at all times and to conform to the regulations and dress code of the organization in which internship takes place.
3. To work on the days and times agreed upon and to work hard and diligently throughout the Appointment. If an absent is to take place notify supervisor.
4. To complete the projects and assignments given to you in a timely and accurate manner.
5. Notify Cuesta College Coordinator or Faculty Advisor should any problems arise during the course of the internship.
6. Complete the required log of hour's sheet and submit to Cuesta College Coordinator at end of internship.
7. To provide immediate notification to the Company of any illness or circumstance that will mean missing any day or part of your internship.
8. To keep confidential any and all unpublished and confidential information made known to you during the course of the Appointment; not to publish any reports or papers on the basis of information obtained during the Appointment, both during and after the completion of your internship.

Cuesta College will have the following responsibilities

1. Identify faculty mentor that will advise student for Cooperative Work Experience
2. Participate in planning and evaluation regarding learning activities by jointly deciding on goals with student and supervisor.
3. Provide company/supervisor with student evaluation forms.
4. Notify student of obligations and monitor students' compliance during the course of the internship.
5. Conduct intermittent individual contacts with students during internship to critique student progress and professional growth.
6. Contact the business if student has dropped the course and is no longer covered under Cuesta College's Liability Insurance.

The company/supervisor will have the following responsibilities

1. Provide a working environment which allows the student to gain experience relevant to the major field.
2. Supply a safe environment for the student and inform student and Cuesta College of any possible unsafe conditions.
3. Assist both student and Cuesta College Coordinator in developing goals to be completed during internship.
4. Notify Cuesta College Coordinator of any poor work performance or problems with the student placement.
5. Evaluate student's performance at the end of internship and submit evaluation form to Cuesta College Coordinator.
6. Keep Student's academic information confidential in accordance with FERPA (Family Educational Right to Privacy Act).

Please confirm this agreement to the above by signing.

Company:

For and on behalf of _____

Student:

I have read and agree to the above terms regarding my appointment as a
volunteer intern of _____

Date

Requirements of the Intern to be considered

Provide a description of the qualifications of the intern you will consider before being considered for the appointment. Provide any additional educational requirements that will be required during the appointment.

Intern Job Responsibilities

Provide a description of student intern responsibilities, including both daily responsibilities and broader assignments to be completed during the course of internship experience.

Goals and Objectives

Provide a description or list of intern's goals and objectives to be completed by end of internship based on professional development.