



Office of Career Services INTERNSHIP WORK AGREEMENT

STUDENT/EMPLOYEE _____ Date _____

Student ID # _____ Curriculum _____ Semester _____ Min hours per Semester _____

EMPLOYER _____

Work Supervisor _____ Phone _____ Email _____

Employer Address _____

Internship Position or Title _____ Salary _____

Brief Description of Duties _____

FACULTY INTERNSHIP ADVISOR _____ Phone _____

SAMPLE

TERMS AND CONDITIONS

In consideration of the mutual benefits of the Internship, the County College of Morris, the employer, and the student agree as follows:

A. The EMPLOYER agrees to:

1. accept the student and assign jobs within the guidelines of the college's policy prohibiting discrimination, which can be found at <https://www.ccm.edu/wp-content/uploads/pdf/aboutccm/policies/section2/2.2012-Policy-Prohibiting-Discrimination.pdf>;
2. designate an individual (indicated above as the Work Supervisor) to supervise the student and to serve as liaison between the employer and College;
3. provide the student employment for at least the number of hours and weeks indicated;
4. cover the student/employee in its worker's compensation policy;
5. pay a salary which is consistent with the employer's practices and policies;
6. provide training experience for the student and assist the student in structuring and completing all learning objectives in consultation with the faculty internship advisor;
7. notify the college immediately of any change in the student's job duties and/or work supervisor;
8. evaluate the student at least once during the semester through communication with the faculty internship advisor.

B. The COLLEGE agrees to:

1. provide a faculty internship advisor to monitor the progress of the student and notify the employer of the name and office phone number of this advisor;
2. make periodic contacts with the employer;
3. determine grade(s) and award college credit in designated internship or cooperative education course(s) for successful job performance and completion of related assignments;
4. provide related classroom instruction in the student's degree field;
5. notify the employer if the student withdraws from the internship or cooperative education course(s) and/or the college.

C. The STUDENT/EMPLOYEE agrees to:

1. be matriculated and enrolled in a County College of Morris degree program which offers a credit internship course;
2. register for the appropriate internship course(s);
3. work the required number of hours indicated during the semester for which internship program credit is requested;
4. develop a well-planned series of learning objectives, in conjunction with the faculty internship advisor and the employer, commensurate with the goals of the student's instructional programs;
5. immediately inform the Office of Career Services and faculty internship advisor of any problem or changes in job responsibilities;
6. abide by the regulations and policies of both the Internship Program and employer;
7. remain employed to the completion of the experience;
8. drop all internship credits if the student leaves the position without the consent of the Office of Career Services or if the student is discharged from the job prior to completion of the required hours and/or weeks in the position.

We agree to comply with the terms and conditions of this Agreement.

For the Employer/Date

For the College/Office of Career Services

For the Student/Date

For the College/Academic Division/Date