Internship Agreement of Responsibilities (current)

Internship Agreement of Responsibilities

Northwestern College's "INTERNSHIP AGREEMENT OF RESPONSIBILITES."

THANK YOU for providing our Northwestern College student with this internship experience. The intern is using this work experience as part of their academic internship. That is why it is important to outline the basic responsibilities of the "internship provider" and the "college".

Please read the agreement and submit the requested information.

Thank you
Linda Ashworth
Assistant Director of Experiential Education
Northwestern College
3003 Snelling Avenue North
St. Paul, MN 55113
LRAshworth@nwc.edu/651-631-5265

*** Please insert the intern's name. This name was given to you in the e-mail containing the link to this site.**

Intern's first name

Intern's Last Name

*** Please enter the name and job title of the person that will be supervising the intern. OSS: acronym for the On-Site Supervisor**

OSS First Name

OSS Last Name

OSS Title

*** Please enter the on-site supervisor's contact information.**

Company/Organization Name

Address 1:

Address 2:

City/Town:

State/Province:

ZIP/Postal Code:

Country:

Email Address:

Phone Number:

Internship Agreement of Responsibilities (current)

Duration of the Internship

Please indicate the internship start and stop dates and the approximate number of hours per week.

*** Insert approximate start and stop dates of the internship. Please be accurate within a 1 week period.**

If the student will continue to work for you please insert one of the following end dates:
Spring---May 31
Summer---Aug 25
Fall---Jan 10

	MM	DD	YYYY
Start date	/	/	
Stop date	/	/	

Insert the approximate # of hours per week the intern will work on assignments for your organization. These can include on-site and off-site hours.

# of hours/week

JOB DESCRIPTION

Please list the intern's job duties and responsibilities.

INTERNSHIP AGREEMENT OF RESPONSIBILITES

PURPOSE

Northwestern College (NWC) has a commitment to incorporating experiential education into its curriculum. Your role as the Internship Provider is essential to the success of this internship program. It is important to agree on the basic roles and responsibilities of each participant in this internship.

ACADEMIC INTERNSHIP

An internship is primarily a learning experience for the student, whether the intern is paid or unpaid. The internship should complement the student's academic experience with direct practical experience. The academic internship should be substantive, new and contribute to the intern's academic, personal, and career development rather than be a continuation or repeat of a current or previous work experience.

Internship Agreement of Responsibilities (current)

The student will have academic assignments that relate to this internship and will receive academic credit.

This signed agreement indicates that you understand that the student is using this experience to satisfy a requirement of an academic internship. It also indicates your interest and commitment to this educational strategy.

RESPONSIBILITIES

To help insure the interests and promote the benefits of an internship arrangement for all agents involved, Northwestern College has developed this agreement to describe the mutual responsibilities between the Northwestern College and the Internship Provider.

The responsibilities stated are only relevant during the period the student is registered as an academic intern.

DEFINITIONS

- **Internship Provider:** The organization that is providing the internship.
- **On-Site Supervisor:** The Internship Provider's employee that is the primary contact for the intern such as their direct supervisor or mentor.
- **Faculty Supervisor:** NWC faculty member responsible for developing a learning agreement with the student. This faculty member will advise, communicate with and evaluate the intern before, during and after the internship.
- **Northwestern College (NWC):** Northwestern College's directors, trustees, officers, employees or agents.
- **Paid Intern:** Intern receives monetary compensation for work performed.
- **Unpaid intern:** In a for-profit organization the unpaid intern should receive significant professional training. The intern may receive a stipend and/or other non-monetary compensation.
- **Volunteer:** An individual performing services for a nonprofit organization or a governmental entity who does not receive compensation. (As defined by the Volunteer Protection Act of 1997.)

Responsibilities of Northwestern College (NWC)

Northwestern College's primary role in the internship is to confirm academically appropriate internships and to provide the academic support and evaluation needed to achieve the learning component.

NWC has no involvement in the selection of the student by the internship provider and it does not control in anyway the workplace or work rules. NWC is not directly involved in the work assignments of the intern.

Northwestern College agrees to . . .

- Certify intern's academic eligibility
- Certify intern's health, accident and hospitalization coverage
- Provide pre-internship assessment and training as prescribed by the academic department
- Provide a faculty supervisor that is responsible for developing a learning agreement, advising,

communicating with, and evaluating the intern before, during and after the internship
• Maintain communication with the Internship Provider and clarify NWC policies
• Provide general liability insurance, and such professional liability insurance as may be reasonably required, for each participating student, staff and faculty member
• Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between NWC and the Internship Provider.

Responsibilities of the Internship Provider and the On-Site Supervisor

The Internship Provider controls the workplace, work rules and supervises the intern.

Internship Provider agrees to . . .

• Provide the student with a detailed job description
• Provide appropriate training and equipment, supplies and space necessary for the intern to perform his/her duties effectively and safely
• Not to displace regular employees with interns
• Maintain general liability, professional liability and worker's compensation when established by federal, state and local laws
• Notify NWC of critical changes in status, schedule or performance that may significantly alter the internship
• Allow NWC to conduct a site visit to confer with the intern and the On-Site Supervisor.

On-Site Supervisor agrees to . . .

• Provide adequate supervision and mentorship for the intern and assign duties that are career-related and challenging
• Help orient the intern to the organization and its culture
• Complete the intern's required evaluation form(s) and discuss the evaluation with the student

Evaluation Criteria

Near the end of the internship the On-Site Supervisor will be sent a request to complete an on-line evaluation of the student. The following are the basic statements. Click here to view additional criteria related to the intern's major. are specific to a student's major. Additional Criteria

Written communication skills
Verbal communication skills
Computer Technology
Ability to work independently
Ability to learn
Ability to work under deadline pressure
Ability to organize
Ability to work in a group
Ability to identify problems
Tolerates ambiguity
Ability to gather information
Flexible/Adaptible
Willingness to seek help when needed
Task related motivation
Respectful of others
Understanding of organizational procedure

Internship Agreement of Responsibilities (current)

Healthy, positive and self confident attitude
Performs assigned tasks responsibility
Resourcefulness and initiative
Spirit of cooperation
Rapport with co-workers
Ability to accept constructive feedback
Appearance: neatly groomed and appropriate attire
Dependability
Leadership
Punctuality
Integrity/Character
Value to your organization
Promise of success in the profession
Overall performance

Terms of the Internship Arrangement

The internship provider is an equal opportunity employer, and does not unlawfully discriminate, and seeks to hire employees regardless of race, color, religion, national or ethnic origin, sex, disability, age, status with regard to public assistance, or other applicable protected class status.

Termination of the academic internship may be initiated by any agent (i.e. intern, NWC, and/or Internship Provider). Notification of the agents affected by the termination is requested.

Please indicate any special arrangements your organization requires.

Internship Provider Agreement and Signature

*** Please answer the following:**

I understand and agree to the responsibilities of the internship provider and the on-site supervisor as outlined above.	
I understand that I may be contacted for a site visit by the intern's faculty supervisor.	
I understand and agree to complete a final evaluation of the intern.	
I understand that this evalution is time sensitive and may affect the intern's academic record.	
I agree to contact Northwestern College if the internship is terminated before the expected completion date.	

Internship Provider Signature

Internship Agreement of Responsibilities (current)

*** Internship Provider Representative Name**

*** Insert the date you completed this form.**

	MM	DD	YYYY
Date of submission	/	/	

Click SUBMIT if all the info is correct. Press back arrows if you need to revise.

SUBMIT

Northwestern College Signature

Northwestern College agrees to the responsibilities of the college and accepts the agreed upon responsibilities of the Internship provider and On-Site Supervisor

NWC Agent: Linda Ashworth, Assistant Director of Experiential Education
LRAshworth@nwc.edu 651-631-5265

See text box for any comments or special arrangements.

Comments or special arrangements.

Thank You!

Thank you for completing this "Internship Agreement of Responsibilites." Northwestern College will process this form and send you a pdf of the completed form.

QUESTIONS?
Linda Ashworth
651-631-5265
LRAshworth@nwc.edu