NEW RIVER COMMUNITY COLLEGE
STUDENT INTERNSHIP AGREEMENT

Participants should read this Student Internship Agreement, complete all required information and attach required documentation.

I, the undersigned student, agree to accept an internship with the agency named below. I enter into this internship agreement with the full knowledge that the internship agency has committed considerable time and resources so that I can enhance my educational experience through this program. I further agree to comply with the following statements of General Understanding.

**STUDENT:**

Name: ____________________________________________________________________

Major: _______________________________ Student ID #: _____________________

**ACADEMIC INFORMATION:**

☐ Academic Internship: (Academic Area) _____________________________________________________________________________

Hours of Academic Credit: ___________ s.h. Credit Option _____A/F _____P/F

Course Number: __________________ Semester: ____________________

☐ Tech Web Partners

☐ SITS

**INTERNSHIP SITE INFORMATION:**

Name of Internship Agency: ______________________________________________________

Period of Internship: From _________________ through ______________

Hours: __________ hrs./wk. Total hours: __________

Intern’s Position Title: _____________________________________________________________

Rate of Pay (if applicable): $________________ per _____________

**INSURANCE VERIFICATION / PERSONAL INJURY STATEMENT**

1. Does Intern have personal health insurance (individually purchased, through parents or through an employer)? Note: Some internship sites require an intern to have health insurance coverage.

   _____ Yes

   _____ No, I do not have personal health insurance. I understand that any medical care, including emergency care, that I might receive will be my sole expense and responsibility. ______________ (Intern initials)

2. New River Community College students who are engaged in internships under the teaching supervision of college faculty, whether on or off campus are protected by the state’s self-insured medical malpractice coverage or the state’s self-insured liability coverage. The student must be engaged in activities which are in the approved course internship/practicum. Activities outside the approved course internship/practicum are not covered.

   Personal Injury Statement: I agree to indemnify and hold New River Community College harmless from any and all claims of injury to myself or any other person and/or damage to any property arising from or connected with my internship at the Agency named below.

   ______________________________________ at ______________________________________

   (Position Title) (Internship Agency)
GENERAL UNDERSTANDING

Intern will have the opportunity to participate in training and observation at the Internship Agency (or “Agency”) in accordance with this agreement. Intern understands and agrees to abide by all requirements, provisions, terms and conditions of this Agreement in consideration for the opportunity to participate in an internship program at this agency.

1. Intern understands that he/she must follow all internship policies and procedures specified by his/her individual college and/or department.

2. Intern understands that he/she must be on the job regularly and punctually. He/she has only the privileges allowed the regular employees of the agency and must not ask the Agency for or take time off from work for any college requirements without first obtaining the consent of the Faculty Coordinator and the Agency. Interns will not be allowed to take academic work for credit that conflicts with the regularly scheduled work hours of the internship.

3. Intern understands that the Agency retains overall supervisory responsibility for and authority over Intern’s work effects and overall operational matters, and that Agency will maintain administrative and professionals supervision of Intern at all times while Intern is present at the Agency. If Intern has any questions or concerns regarding Agency policies and procedures, the conduct of the program, Intern’s duties in the program, or any other issues related to Intern’s presence at Agency, Intern will consult with his/her Agency Coordinator or other supervisor at Agency. Intern agrees to work cooperatively with Agency staff to maintain an environment of quality learning.

4. Intern understands that he/she will not publish or permit others to publish any materials relative to any internship, which materials have not been previously reviewed and approved for publication by both the Agency and the College.

5. Intern understands that his or her opportunity to participate in an internship at the Agency is at the discretion of the College and at the ultimate discretion of the Agency, and that either – College or Agency may, upon written notice to Intern and to the other party, immediately withdraw Intern at any time from an internship based upon any criminal or fraudulent activity on the part of the Intern, perceived lack of competency on the part of the Intern, Intern’s failure to comply with the rules and policies of the College or Agency, Interns’ failure to comply with the terms and conditions of this Agreement, or for any reason for which either the College or Agency reasonably believes it is not in the best interest of the program for the Intern to continue. The Intern may also be subject to disciplinary action, which could result in suspension from the college in addition to failure in the course.

6. Intern understands that tasks performed by students are part of a planned and scheduled program of work and that absence from work necessitates re-planning and rescheduling of work expected of that Intern. Therefore, in case of sickness or other emergency that necessitates the Intern’s absence from work, the internship agency should be notified by telephone as early as possible. If an absence will cause the student to miss a full week or more, the Faculty Coordinator should also be notified. An Intern may not leave the internship without prior approval of the Faculty Coordinator and the Agency. Interns are subject to the college policies regarding class attendance and course withdrawals.

7. Intern understands that if it becomes necessary to withdraw from the internship for documented medical or other non-academic reasons, the student should contact his/her Faculty Coordinator and the internship agency. Students who must withdraw or who leave without prior approval will be subject to the university policies regarding course and university withdrawals.

8. Intern understands that in the event that he/she is receiving financial compensation for the internship, it is understood that during the period of the internship, the student is to give primary concern to the accomplishment of internship objectives and secondary concern to his/her status as a paid intern. Any student intern who is permanently or temporarily laid off must notify the Faculty Coordinator immediately.

9. Intern understands that there may be professional fees associated with the internship and that the intern will be informed of those fees by the College prior to the confirmation of the internship.

10. Intern understands that this agreement is not to be construed as an employment contract or promise of future employment.

New River Community College does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries about this policy may be directed to the Director of Personnel at New River Community College, 5251 College Drive, Dublin, VA Telephone: voice (540) 674-3635; hearing impaired (540) 674-3619. Internship Agencies are required to sign a statement certifying that their organization is also an equal opportunity employer.

IN WITNESS WHEREOF, I have caused the AGREEMENT to be duly executed, intending to be bound thereby:

BY: _____________________________________________________________________________

__________________________________________ ________________________________
Signature of Intern Date
MEMO OF UNDERSTANDING

The purpose of this Memo of Understanding is to specify the academic internship goals, objectives, and expectations for the student identified below, as they relate to the requirements of his/her specific department at New River Community College. This memo focuses on the academic expectations of the internship and is in addition to the New River Community College Internship Program Agreement and the Student Internship Agreement.

STUDENT:

Name:  ____________________________________________  
Major:  ____________________________________________  Student ID #:  ______________________

ACADEMIC INFORMATION:

☐  Academic Internship: (Academic Area) _____________________________________________________

  Hours of Academic Credit: ________ s.h.  Credit Option _____A/F _____P/F

  Course Number: ________________  Semester: __________________

☐  Tech Web Partners

☐  SITS

INTERNSHIP SITE INFORMATION:

Name of Internship Agency:  ____________________________________________________________

Site Supervisor: _______________________  Title: ____________________________

Department/Address:  ________________________________________________________________

Phone Number: _______________________  E-mail: ____________________________

Fax Number: __________________________

INTERNSHIP SPECIFICATION:

Period of Internship: From ______________ through ______________

  Hours: ________ hrs/wk.  Total hours: ________

Intern’s Position Title:  ______________________________________________________________

Rate of Pay (if applicable): $__________ per ____________
New River Community College Internship Specifications and Expectations:

1. An internship is a supervised experience for students in a profit or not-for-profit work setting for a specified period of time (generally one semester).
2. Internships carry academic credit and can be paid or unpaid.
3. Internships must follow college policies concerning liability and insurance.
4. Internships may take place during the spring, summer, and/or fall academic sessions.
5. Academic internships are upper division learning experiences for students with more than 30 credit hours who meet the specific GPA and other requirements set by the college. Academic internships must be supervised by a member of the teaching faculty.
6. SITS internships are designed for students who have generally earned 15 or more credit hours and focus on major and/or career exploration. SITS internships are administered by the ITC.
7. Tech Web Partner internships are designed for specifically selected students. Students can apply for a paid internship. Administered by Carlotta Eaton, Director of Tech Web Partners.
8. Each individual student intern will have specified learning objectives, developed in collaboration with the internship site, and will be evaluated on those learning objectives.

The student’s department will provide specific academic procedures, expectations, and assessment criteria for the student. Please review these attached documents which include:

- Departmental Requirements/Policies
- Student Learning Objectives and Outcomes
- Student Evaluation Criteria
- Other: ______________________________________________________________________________

The Agency Agrees:
The New River Community College/Agency Internship Program Agreement (or other approved agreement) serves as the overall partnership agreement between the Agency and the College. The College prefers that this agreement be on-going, but upon request from the Agency, will approve a “one-time-only” agreement for a single student. According to our records, your Agency’s status is as follows:

- An on-going New River Community College/Agency Internship Program Agreement or other approved agreement is one file.
- A one-time-only New River Community College/Agency Internship Program Agreement is on file.

The Memo of Understanding outlines the academic expectations of the student’s department as related to this specific internship. Upon review and acceptance of the Memo of Understanding, the Agency Site Supervisor signs the Memo to formally “offer” the internship opportunity to this student.

The Student Agrees:
The student signs the Student Internship Agreement and the Memo of Understanding to formally “accept” the internship offer. The Student Internship Agreement outlines the expectations and agreements made between the student and the college and agency and the Memo of Understanding outlines the specific expectations of the student’s department as related to this specific internship.

- Signed Student Internship Agreement on file.

The College Agrees:
The College “partners” with the Agency through the signing of the New River Community College/Agency Internship Program Agreement (or other approved agreement). The Department “partners” with the Agency and the Student through the signing of the Memo of Understanding.

<table>
<thead>
<tr>
<th>Student Intern:</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Site Supervisor:</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Faculty Coordinator:</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>