NEW RIVER COMMUNITY COLLEGE/AGENCY SITE
INTERNSHIP PROGRAM AGREEMENT

The Agreement entered into this _________ day of _______________________, between _____________________ ________________________, hereinafter called “the Internship Agency” or “the Agency” and Commonwealth of Virginia, New River Community College, also called “the College.” WITNESSETH that the Internship Agency and the College, in consideration of mutual covenants, promises and agreement herein contained, agree as follows:

COLLEGE RESPONSIBILITIES

Throughout the duration of this agreement, New River Community College will be responsible for:

1. Administering the internship program at New River Community College by providing current information to both students and employers to assist in facilitation of internship agreements;

2. Reviewing and evaluating the proposed objectives of each individual student as they relate to the internship position description supplied by the Agency;

3. Providing the following documentation for each student intern: Learning Objectives Form, and Student Internship Agreement;

4. Evaluating the student’s progress at least twice during the internship period;

5. Assigning the student’s grade for the internship after consultation with staff of the employing whole, or of an individual intern.

AGENCY RESPONSIBILITIES

Throughout the duration of this agreement, the Agency will be responsible for:

1. Providing a job description(s) to be used by the college internship coordinator(s) and student(s) to determine appropriateness of internship;

2. Providing the intern with periodic assessment of progress and a written evaluation of the intern no later than the last week of the internship;

3. Providing the intern with adequate information and instruction of safe, effective functioning in the workplace;

4. Making the final selection of internship students in accordance with the Americans with Disabilities Act and Equal Employment Opportunity statutes;

5. Furnishing the College with the name of a specific person within the agency to serve as a point of contact for liaison, communications, etc. (this may be specific for each student or a single individual for all students);

6. Abiding by state and federal laws applicable to employment;

7. Agreeing to receive no remuneration for this program.
TERMS OF AGREEMENT

1. This agreement becomes effective on the date of acceptance and signature by the College and the Agency. Unless otherwise indicated, it shall continue indefinitely unless cancelled or modified by either the College or the Agency. Cancellation or modifications must be put in writing and, except in extraordinary circumstances, should not affect an intern currently serving in an internship position.

Please check one:

☐ This agreement shall continue indefinitely unless cancelled.
☐ This agreement shall be in effect for the period of time specified below:
   Begin Date: ________________________   End Date: _____________________

2. This agreement is not to be construed as an employment contract or promise of future employment.

The agreement documents shall consist of this signed agreement and any attached signed student intern agreements, all of which are incorporated herein.

The signatures below indicate agreement to the terms and conditions contained herein.

Agency/Company/Organization: ____________________________________________________________________
Representative’s Name & Title: ____________________________________________________________________
Address: ________________________________________________________________________________________
Phone #: ___________________________ Fax #: ___________________________ Date: ________________

New River Community College

IST Cluster Leader: _______________________________________________________ Date: _______________

Statement of Equal Opportunity

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.

Please certify that you are an equal opportunity employer by signing the statement below.

I certify that ________________________________________________ in an equal opportunity employer.

Signature: ___________________________ Title: ___________________________ Date: ________________
(Agency Internship Site Coordinator)