



FARIBAULT • MANKATO

INTERNSHIP AGREEMENT

Intern's Name: _____
Intern's Address: _____ Telephone #: _____
Email Address: _____
Position: _____
Internship Supervisor's Name: _____
Name of Internship Site: _____
Address of Internship Site: _____ Telephone #: _____
Email Address: _____
Internship Coordinator: _____
Period From: _____ To: _____
Number of Hours to be worked by Intern: _____

Responsibilities of the Intern:

1. The intern will keep hours required (48 hours = 1 internship credit per semester). He/she will notify the employer in advance if unable to report to work.
2. The intern will show honesty, punctuality, courtesy, respect for life and property, a cooperative attitude, proper health and grooming habits, good dress, and a willingness to learn.
3. The intern will furnish the coordinating instructor with all necessary information and complete all necessary reports.
4. The intern will conform to the rules and regulations of the internship site and will consult with the coordinating instructor about any difficulties arising at the internship site.

5. The intern shall not terminate his/her employment without proper notification to his/her internship coordinator and employer.
6. For health programs, Minnesota law requires that any person who provides services that involve direct contact at a facility licensed by the Minnesota Department of Health have a back ground study conducted by the state. An individual who is disqualified from having direct contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in internship placement.

Responsibilities of the Internship Site:

1. The Internship Supervisor will employ the student for at least the minimum number of hours for the entire agreed upon training period.
2. The Internship Supervisor will not terminate the employment of the intern without consulting with the coordinating instructor.
3. The Internship Supervisor will consult with the coordinating instructor about any difficulties arising at the internship site.
4. The Internship Supervisor will assist in the evaluation of the intern and consult with the coordinating instructor concerning the intern.
5. The internship site will not discrimination against students in recruitment, hiring, placement, assignments, level of responsibility, and pay, on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission.

Responsibilities of the Coordinating Instructor:

1. The coordinating instructor will make visits to the internship site to consult with the Internship Supervisor and assist in the evaluation of the intern.
2. The coordinating instructor will assist and consult with the intern concerning his/her training.

Intern

Date

Internship Supervisor

Date

Coordinating Instructor

Date