

Internship Agreement

RESPONSIBILITIES OF THE STUDENT

1. Register for CWI Internship Credit—45 hours of work are required for each academic credit hour (3 credits=135 hours); application is available on cwidaho.cc. Remain enrolled at CWI for the duration of the internship
2. Internship **MUST** occur during the semester when registered for academic credit (internship may begin during the month the semester begins and end during the month the semester ends).
3. Report for work at scheduled times, and notify supervisor in the event of illness or emergency that prevents attendance.
4. Comply with general rules, policies and procedures of the organization as well as the College.
5. Work conscientiously under the direction of the supervisor assigned by the organization.
6. Comply with the rules of confidentiality of the organization
7. Report serious problems, including physical, safety, and personnel, to the organization supervisor and the CWI internship coordinator.
8. Complete all CWI academic assignments and course work related to this internship as outlined by the applicable department and the department internship coordinator.
9. For your protection, it is recommended that you carry private health insurance.

RESPONSIBILITIES OF COLLEGE OF WESTERN IDAHO INTERNSHIP COORDINATOR

1. Assume general responsibility for the pre-internship orientation, academic instruction, advisement and evaluation of the intern.
2. Approve, in consultation with the organization, the CWI student who will be placed in the internship position and the effective dates of work (include actual start date and end date on the application).
3. Provide assistance to the organization in determining job assignments and work objectives.
4. Communicate and consult with the organization to facilitate the successful operation of the internship activity.
5. Inform the intern that he/she is subject to the general rules, policies, and procedures of the organization as well as CWI.
6. Respond in a timely manner to any complaints concerning the intern or internship.

INDEMNIFICATION

In consideration of the foregoing, CWI shall defend and hold harmless the Organization from liability or direct damage from claims or suits arising out of the activities of the Student participating under this Agreement except where such claims or suits are caused by, or are the result of independent negligent acts, errors, omissions, or fault on the part of the Student or Organization, its employees or agents; and except where such claims or suits are caused by or are the result of acts, errors, omissions or fault on the part of the Student acting at the direction of the Organization.

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RESPONSIBILITIES OF THE ORGANIZATION PROVIDING INTERNSHIP OPPORTUNITY

1. Accept a qualified intern without discrimination based on race, color, sex, creed, national origin, religion, age or disability.
2. If CWI intern working for academic credit and is supervised by and paid wages by the organization, the organization will be responsible for that intern's liability and worker's compensation insurance.
3. Designate a suitable qualified supervisor for each intern who will also serve as a liaison with the CWI department internship coordinator evaluating this internship. Accept primary responsibility for the intern at the worksite and permit intern to participate in the activities of the organization in a good faith effort to further the education of the intern.
4. Provide or assist intern in developing a job description (internship objectives) and orient the intern to the organization. Provide training and supervision needed to successfully carry out responsibilities.
5. In conjunction with CWI department internship coordinator, plan and implement the learning experiences for the intern.
6. Take reasonable and necessary precautions to provide safety for the intern including notification regarding any dangerous conditions or hazards to which the intern may become exposed.
7. Assist CWI department internship coordinator in evaluation of the intern's work and consult with the internship coordinator if any significant problems concerning the intern or internship develop or if dismissal is anticipated.
8. Maintain confidentiality of the intern's academic and personal records. These records should not be transmitted to parties not included in this Agreement without the written permission of the intern.

Student's Signature:			Date:
(printed name):			Student I.D.
Internship Coordinator Signature:			Date:
(printed name): Randall G. Guay			Phone No.: 208-562-3174 Email: randyguay@cwidaho.cc
Organization Name:			Phone No.: Email:
Organization Address:			Fax No.:
City	State	Zip Code	Type of Business:
On-Site Supervisor			Phone: Email:
Student's Job Title:		Paid or Volunteer	Salary: Pay Period:
Preference for Future communication including Evaluations: Email Fax Standard Mail			