

Capstone Course Internship Agreement**Intern's Contact Information**

Name: Chandra Elrod

Address: 306 5th St NW, Montgomery, MN 56069

Phone: 763-439-2988

Email: Chan711@hotmail.com

Site Information

Company Name: CFC Tech Services, Inc.

Site Supervisor's Name: Mark Weber

Company Address: 20184 235th Ave. Pierz, MN 56364 USA

Supervisor's Phone: 507-351-5129

Supervisor's Email: Markw@CFCTech.com

Course Information

Instructor: Pawel Buda

Number of credits: 2

Total Hours Required:
(48 hours/1 credit) 96**Responsibilities of the Intern**

1. The intern will keep track of hours worked using an Excel spreadsheet.
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 background 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.

Agreed and signed
Chandra Elrod
8/20/2018

Responsibilities of the Company

1. The Internship Supervisor will employ the student for at least the minimum number of hours for the entire agreed upon training period. This period can be extended depending on the company's needs and requirements.
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 Instructor

1. The coordinating instructor will be in contact 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

Signatures

Intern

Date

Company Supervisor

Date

Instructor

Date