



**Northwestern
Michigan
College**

INTERNSHIP LEARNING AGREEMENT

Part I: STUDENT DATA

Name_____

ID Number_____ Phone_____

Local Address_____

City, State, ZIP Code_____

Home Address (if different)_____

Home Telephone_____

E-mail Address_____

College Program/Occupational Objective_____

Semester/Year_____

Part II: SPONSOR DATA

Company_____

Address Phone_____

City, State, ZIP Code_____

Trainee's Supervisor_____

Job Title of Supervisor_____

Department_____

Name and Title of Person trainee is working with (if other than supervisor):

Beginning Date of Training_____

Anticipated Ending Date of Training_____

Part III: RESPONSIBILITIES OF THE STUDENT

1. The student will keep regular attendance, both in school and on the job, and will notify the sponsor and coordinator in advance of any unavoidable absence.
2. The student will diligently and faithfully perform the tasks and fulfill the responsibilities of their position.
3. The student will abide by the rules, regulations, and policies of the sponsoring organization.
4. The student will demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper company attire, and other positive personality characteristics.
5. The student will observe any applicable health and safety rules.
6. The student will participate in regularly scheduled seminars with the coordinator and will be available for additional job development work as required.
7. The student will complete all required assignments, including the letter of application, resume, weekly work logs, periodic work progress memos, and a final report.
8. The student will complete a minimum of 150 hours at the work site.

Part IV: RESPONSIBILITIES OF THE COOPERATIVE SPONSOR

1. The sponsor will provide on-the-job training for a minimum for **ten (10)** hours per week for a minimum of **150** hours for the time period. (Reference Part II)
2. The sponsor will provide a variety of work experiences for the student which contributes to the attainment of the career objective.
3. The sponsor will provide adequate supervision of the student.
4. The sponsor will adhere to all federal and state regulations regarding safety and other applicable regulations.
5. The sponsor will assist in evaluation of the student by completing mid-semester and final evaluations and discussing the student employee's performance with the student and the coordinator.
6. The sponsor will contact the coordinator before the student is transferred or discharged from the program; he/she will also notify the coordinator of any infraction of employment policies committed by the student.

Part V: RESPONSIBILITIES OF THE COORDINATOR

1. The coordinator may visit the job station once per term to confer with the sponsor and/or the student if need be.

2. The coordinator will assist the sponsor and student in resolving any on-the-job problems.
3. Evaluation of job performance will be a joint effort of the coordinator and the sponsor.
4. The coordinator will provide, recommend, and/or schedule as required career-related instruction.
5. The coordinator will provide consultative and advisory service relevant for this internship.

Part VI: COURSE OBJECTIVES

Internships offer the student an opportunity to see how classroom theory is applied to actual work situations. Through this experience, the student develops an appreciation of the course work, thereby, increasing motivation, interest, and knowledge.

Internships and college courses produce an overall learning experience that gives meaning to academic progress and development.

Part VII: TRAINING PLAN

Development of the training plan is the joint responsibility of the student, the sponsor, and the coordinator. The list which follows constitutes the "training plan," or the expected on-the-job learning experience:

A.

B.

C.

D.

E.

F.

Learning activities and/or job assignments do not have to be limited to the items included in the training plan, but every effort should be made to provide experiences in those areas identified. All assignments should be consistent with the student's career plans and the learning objectives established for the internship.

Part VIII: WORK SCHEDULE

DAY	SCHEDULED TIME	# OF HOURS
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Total		_____

Any deviations from this plan should be made in consultation with the sponsor and reported in writing to the coordinator.

Part IX: AGREEMENT VERIFICATION

We agree with the conditions of this training program and the responsibilities and learning activities listed above. The sponsor and the college agree to provide the necessary job-related supervision and counseling to ensure that the student-trainee receives appropriate educational benefit from this internship.

SIGNATURES:

Student

Date

Sponsor Representative

Date

Coordinator

Date

Faculty

Date