



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

STUDENT INTERN PLACEMENT AGREEMENT

Location: Moorpark College Oxnard College
 Ventura College District Administrative Center

The Ventura County Community College District (“DISTRICT”), and _____ (“AGENCY”) have agreed to enter into this STUDENT INTERN PLACEMENT AGREEMENT, for _____ (name of Intern), whereby AGENCY shall be allowed to place student interns at specified locations within the DISTRICT. This agreement will commence on or about _____ and terminate on _____. (A new Intern Placement Agreement must be completed each fiscal year.

A student intern performs professional or semi-professional work under the supervision of a DISTRICT employee. A sponsored intern does not receive compensation for his/her work by the DISTRICT, but can receive course credit or service hour credit through a sponsoring external agency. The DISTRICT does not accept interns who are not referred by and/or affiliated with a sponsoring agency. Examples of sponsored interns are counseling interns from graduate programs; and unpaid CalWorks students who are placed in unpaid entry-level positions at the college or District Administrative Center as a requirement of their program.

INTERNS are not authorized to drive District vehicles to transport District students and staff to events.

DISTRICT does not enter into any oral agreements or make or rely on any oral representation concerning intern agreements. The entire Student Intern Placement Agreement is expressed in writing and supersedes any understanding that may have been communicated orally or implied.

The Internship is a field-based learning experience that combines study, observation and employment with DISTRICT in the area of education, training, and development. The purpose of the internship is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context. The AGENCY and DISTRICT coordinator will develop an individual internship plan for student intern.

AGENCY agrees that any and all Student Intern performance rendered pursuant to this agreement shall be not paid by the DISTRICT. AGENCY and Student Intern further acknowledges that no DISTRICT benefits whatsoever shall accrue for Intern’s performance, including, but not limited to, salary or hourly pay of any form, medical, dental, vacation, workers’ compensation insurance, nor any other benefits as typically provided to employees of DISTRICT. AGENCY hereby agrees to provide workers’ compensation or liability insurance for all student interns placed with DISTRICT.

AGENCY acknowledges and assumes all responsibility for liability incurred resulting from the performance of services under this agreement. AGENCY hereby agrees to fully hold harmless and indemnify the DISTRICT, its Governing Board, Officers, Employees and Agents from all liability which may result from Student Interns’ activities performed, or failed to be performed, under this agreement.

AGENCY acknowledges that Student Interns and the DISTRICT shall work collaboratively with respect to the scheduling of Student Interns hours and assignments tasked to Student Intern. DISTRICT agrees to assign Student Interns tasks relevant to the nature and scope of their Student Internship.

AGENCY acknowledges and agrees that all work performed and materials produced by Student Interns pursuant to this agreement shall be the sole property of DISTRICT, including but not limited to applicable copyright, trademark, and patent rights. AGENCY acknowledges that DISTRICT is providing Student internship opportunities for the benefit of AGENCY and Student Intern.

AGENCY and DISTRICT agree to more fully describe the location of Student Internship placement(s), intended student learning outcomes, evaluation criteria, and other reporting requirements agreed upon by DISTRICT and AGENCY on Attachment #1, attached hereto, and incorporated into this agreement by reference.

AGENCY and DISTRICT acknowledge that either party may terminate this agreement at any time, with or without cause, provided written notice of intent to terminate is mailed to the other party, no less than thirty (30) days prior to intended date of termination.

By their respective signatures below, the parties hereto agree to the provisions set forth above in this Student Intern Placement Agreement.

AGENCY:

Authorized Representative Name and Titled (printed or typed) _____
Date

Representative Signature

Institution/Agency

Address

Phone Number _____
Fax Number _____
Email Address

INTERN:

Have you ever been convicted (unsealed or unexpunged) of a sex or narcotic violation? No Yes

Have you ever been convicted (unsealed or unexpunged) of a felony or misdemeanor? No Yes

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
STUDENT INTERN PLACEMENT AGREEMENT
ATTACHMENT #1
(Objectives/Conditions/Rules)**

COLLEGE RESPONSIBILITIES:

1. Administering the internship program at DISTRICT 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. Evaluate the student's progress at least twice during the internship period.

AGENCY RESPONSIBILITIES:

1. Providing a job description to be used by the DISTRICT internship coordinator(s) and student(s) to determine the appropriateness of internship.
2. Providing intern with periodic assessment of progress and a written evaluation of the intern no later than the last week of the internship.
3. Providing 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 DISTRICT with the name of a specific person within the AGENCY to serve as a point of contact for liaison, communications, etc.
6. Abiding by state and federal laws applicable to employment.

Describe below or on an attached sheet further details of the location of Student Internship placement(s), intended student learning outcomes, evaluation criteria, and other reporting requirements agreed upon by DISTRICT and AGENCY:
