



Internship Training Program

Hutchinson Campus
2 Century Avenue SE
Hutchinson, MN 55350
320-234-8500

Willmar Campus
2101 15th Ave NW
Willmar, MN 56201
320-222-5200

Student:

Name:

Address:

Cell Number:

Home Phone Number:

Advisor:

Name:

Program:

Phone:

Employer:

Company:

Intern Supervisor:

Address:

Phone:

Training Period:	From	To		
Hours of Work (minimum)	Day	Week		
Rate of Pay:	\$			
Compensation:	Mileage:	Lodging:	Meals:	
Credits (if any)				
OJT Experience as a(an):				

The terms of the agreement are as follows:

1. The internship advisor and the employer are willing to teach and train the student in a cooperative manner to the best of their abilities in the occupational area and encourage a variety of experiences.
2. The employer will adhere to all federal and state regulations regarding temporary employment, minimum wage, and other applicable regulations.
3. The employer will immediately notify the internship advisor about any difficulties arising at the training station.
4. The internship supervisor will prepare and submit the proper student-learner evaluation forms, which will be provided by the internship advisor.
5. The student will adhere to all responsibilities agreed upon in the "Student Guidelines" form on the back of this sheet.

6. This training agreement will be dissolved at any time by giving written notice to any and all parties involved in this relationship.
7. If payment of service is involved, the employer will pay the intern at payroll intervals equal to standard company policy or as other employees are reimbursed for services.
8. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
9. NON-DISCRIMINATION The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

Internship Supervisor Signature:	Date:
Internship Advisor Signature:	Date:
Student Signature:	Date:

Internship – Student Guidelines

Responsibilities of the Student:

The student will:

1. Pay all tuition in advance before starting the internship program.
2. Keep regular attendance. Student will notify the employer if he/she is unable to report to work.
3. Show honesty, punctuality, courtesy, cooperativeness, and willingness to learn.
4. Furnish his/her advisor with relevant information and complete all required reports.
5. Conform to the rules and regulations of the internship supervisor and will consult with his/her advisor about any difficulties arising from the training station.
6. Remain on this assignment. If the student leaves presents employment or accepts new employment without the consent of the internship advisor they will be dropped from the internship program, resulting in the loss of credits.
7. Conform to industrial ethical practices and not divulge any of the employer's confidential information.
8. Understand that no internship will be retroactive.
9. Be responsible for their own transportation unless provided by the employer.
10. Understand that Ridgewater College does not have health or accident insurance covering this activity. Insurance will be the responsibility of the student or the employer.

This document is available in alternative formats to individuals with disabilities; consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.