

Internship Orientation and Student Agreement

Student's Name: _____

VID: _____

Major: _____

Term: _____

Date: _____

The Intern (Valencia Community College Student) agrees to the following:

1. I understand that an Internship is a course that I must register for and that I will receive a grade for, just like any other Valencia course. **I understand that in addition to the rate per credit hour there is an additional \$10 fee per term for internship courses.**
2. I understand that the Internship and Placement Office (IPO) will forward resumes to Internship employers **only after I register for the course.** Hours at the internship site **will not** count until registration has been completed. I understand that if I need assistance with registration I will contact my Job Development and Placement Coordinator (JDPC).
3. I understand that I can register for 1-4 credits. Each credit is equivalent to working approximately 8-10 hours per week (exact total is 80 contact hours per credit). I also understand that I can only take a maximum of four (4) internship credits while at Valencia.
4. I understand that I must take an active role in the placement process by contacting employers to schedule interviews, follow up with employers once interviews are complete and providing my job developer with the name, phone number of new companies with which I am interested in interning. Additionally, I will keep a list of these employers to document my efforts in placement process.
5. I have been provided the name and contact information of my JDPC _____ and Faculty Internship Supervisor (FIS) _____.
6. I understand that I will need to contact my FIS as soon as possible as this is the faculty I will be submitting my paperwork to and who will be providing my grade. I also understand that I will need to submit my Attendance Sheets, Activity Logs, and Thank You Letter to my FIS as my grade is partially dependent upon these activities.
7. I understand once I have accepted an internship, I will inform my JDPC immediately. In addition, I will contact my FIS who will oversee the rest of the internship process. If a problem arises and I am unable to reach my FIS, I may contact my JDPC.
8. I understand that the time normally spent in a classroom setting will be spent in a working environment. I agree to follow all Valencia policies and procedures and all employment policies, regulations and standards observed by employees at the Internship site. I agree to adhere to the Internship company's safety procedures.
9. I understand that I will need to develop a Customized Learning Plan with the assistance of my FIS and with input from the employer. Job duties and required skills will be based upon the employer's outline of job tasks.
10. I understand that I need to complete the objectives specified in the Customized Learning Plan during the required contact hours in order to earn college credit.
11. I agree to maintain a daily record of attendance and submit documentation (signed by the Internship employer) to my FIS to validate completion of the required contact hours.
12. I understand there is no guarantee that placement in an internship will occur during the term in which I register. I also understand that there is no guarantee of a paid internship.
13. I understand that there is no guarantee that my intern employer will offer me permanent employment.
14. I agree to hold Valencia Community College harmless regarding any non-promotions based on the internship evaluation, or for any injuries or terminations that arise out of this Agreement.
15. I understand that the IPO website and the Internship Forms Handbook contain the forms necessary for the internship and that I must complete these forms and give them to my FIS for a grade.
16. I give IPO permission to register me for _____ CRN _____ which equals _____ credits.

Student's Signature

Date

(4)