Internship Agreement

INTERNSHIP CENTER
University of Wisconsin- EAU CLAIRE

The ___________________________ will employ ___________________________ in their business/agency for the purpose of gaining practical knowledge and experience in the occupation of ___________________________.

from ___________________________ to ___________________________.

Training will be provided in accordance with the following conditions:

THE TRAINING SPONSOR AGREES TO:
1. Employ the student for an average of ______ hours per week and pay the student at the rate of $____ / ____ hr.
2. Provide training for the student in accordance with the Training Memorandum.
3. Provide instruction in safe and correct procedures, adhere to all federal and state regulations, and closely supervise the student's work.
4. Work with the Faculty Coordinator to insure the best possible training.
5. Assist in evaluating the student's performance on a regular basis.
6. Complete promptly all necessary reports and to consult with the Faculty Coordinator about their training program.

THE STUDENT AGREES TO:
1. Work for the training sponsor in order to receive training and experience.
2. Demonstrate an interest in the job and cooperate with all persons involved in the training.
3. Adhere to all rules and regulations of the business and act in an ethical manner at all times.
4. Inform the employer first and the faculty coordinator second, in the event of illness or emergency that prevents attendance.
5. Develop the knowledge and skills necessary to become an effective employee of the business.
6. Complete promptly all necessary reports and to consult with the faculty coordinator about her/his training program.

THE FACULTY COORDINATOR AGREES TO:
7. Evaluate the students preparation for the training position.
8. Assist in developing the students Training Memorandum.
9. Contact the student on a regular basis and consult with the training sponsor about the student's progress; and render qualified assistance as needed so the student can successfully complete the internship.
10. Assist in the evaluation of the student's training.

THE UWEC INTERNSHIP CENTER AGREES TO:
1. Guide the student through the application process.
2. Maintain records pertaining to the student's internship.
3. Provide orientation training and other seminars to ensure the success of the student and the Faculty Coordinators.
4. Follow all federal and state guidelines.

GENERAL POLICIES
1. Regular conferences will be held by the training sponsor and the student to discuss the student's progress.
2. The earnings of the student employed under a cooperative training agreement are exempt from both state and federal unemployment. Unemployment compensation may not be claimed by the student.
3. The student may be released from this contract due to extenuating circumstances.
4. The faculty coordinator and/or employer reserve the right to withdraw the student from work under the following conditions:
   a. The student is no longer enrolled in the internship program.
   b. The student’s attendance, and performance are unsatisfactory.
   c. The policies or guidelines of the employer or the Internship Center are misused by the student.
   d. The Training Memorandum is not being followed.

__________________________  ___________________________  ___________________________
(Student)  (Employer)  (Date)

__________________________  ___________________________
(Campus Coordinator)  (Internship Center)  (Date)