

Internship Responsibilities Agreement

The **STUDENT** considers her internship as contributing to her career objectives and agrees:

- To learn as much as possible about the internship site's policies, people, programs, and activities.
- To show honesty, punctuality, courtesy, a cooperative attitude, appropriate dress, and a willingness to learn at the workplace.
- To commit to a time frame with the internship site and fulfill all tasks agreed upon, as outlined in the Internship Learning Contract.
- To be in regular attendance during the internship period.
- To respect confidentiality.
- To serve in a manner that preserves the reputation and integrity of Cottey College.
- To complete all faculty sponsor assignments/evaluations.
- To conform to the rules and regulations of the internship site.
- To consult with Cottey about any difficulties/problems arising at the internship site related to the internship program.

COTTEY COLLEGE offers an experiential learning opportunity to the student in preparation of her career objective and agrees:

- To monitor the student throughout the internship experience.
- To consult with the internship site on the student's learning objectives.
- To assist the student/internship site supervisor with any difficulties/problems on the internship site.
- To assist in the evaluation of the student.

The **INTERNSHIP SITE**, recognizing that the learning contract is being followed and that close supervision of the student will be needed, agrees:

- To provide a **variety** of work experiences for the student that will contribute to her education and to the attainment of her career objectives.
- To provide orientation and on-the-job training for the student.
- To adhere to all federal and state regulations where the student is involved.
- To provide time for consultation with Cottey College concerning the student and to discuss any difficulties the student may be having.
- To provide available instruction material and occupational guidance for the student.
- To provide appropriate direction and supervision.
- To evaluate the student's internship performance.

All parties agree to not discriminate on the basis of race, color, religion, gender, age, national origin, or disability.

No party shall disclose or use any information of a private, confidential or proprietary nature without prior written permission, except as required by law.

Additional Comments:

Student (Date)

Employer (Date)

Cottey College (faculty sponsor) (Date)

Transfer/Career Planning Coordinator (Date)