



Division of Business & Technology
400 West Stephen Street
Martinsburg, WV 25401
Phone: 304-260-4380
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INTERNSHIP AGREEMENT
DIVISION OF BUSINESS & TECHNOLOGY

Course:

Credit Hours:

College Internship Instructor:

Address: Blue Ridge Community & Technical College
400 W Stephen St.
Martinsburg, WV 25401

Phone: (304) 260-4380 Ext:
Fax: (304) 260-1280

Email:

Section I - To be completed by Student (please print legibly):

Name: _____

Major: _____

Address: _____

Phone #: _____

Email: _____

Anticipated Graduation (mm/yy): _____

Section II - To be completed by Student & Internship Supervisor:

Company/Organization Name: _____

Internship Supervisor: _____

Address: _____

Phone #: _____ Fax #: _____

Email: _____

Describe the duties and responsibilities of the student and list specific skills used or learned in the performance of those duties and responsibilities. Attach separate document if more space is required. *Use additional pages if needed.*

Are there any special projects or tasks the student will undertake during the internship? If so, specifically outline the project including deadlines, outcomes, and resources available to the student for guidance. Attach separate document if more space is required. *Use additional pages if needed.*

Describe the method for evaluating the performance of the student. *Use additional pages if needed.*

Section III – Student agrees to:

1. Register for the internship for the semester which internship will be performed.
2. Complete Section I, meet with internship supervisor and complete Section II, review Section III, and sign Section IV of the Internship Agreement.
3. Return the completed Internship Agreement to the College Internship Instructor no later than three weeks after the start of the semester. **Failure to submit the completed internship agreement in a timely manner will result in the administrative withdrawal of the student from the internship course.**
4. Maintain a weekly journal to be approved and initialed by the internship supervisor. The journal must include:
 - a. hours worked
 - b. duties and tasks performed with connection to skills
 - c. educational and professional experiences (if any)
 - d. anecdotal comments (if any)
5. Submit initialed journal entries with hours and duties every two weeks to the College Internship Instructor. A fax or photocopy of the original is acceptable. If the Internship Instructor asks for submission in a different form (WebCT for example) follow the instructions given by the instructor. The internship grade may be lowered by one letter grade for each late submission of the internship journal. **Pay attention to deadlines.**
6. Submit complete **original** journal at end of the **Spring 2009 Semester** for evaluation by the College Internship Instructor.
7. Meet with Internship Supervisor and College Internship Instructor at any time during the internship or at the end of the semester if necessary.
8. Take the **WorkKeys Assessment Test** at the end of the semester. Notification will be emailed to the student at the address provided on the front of this agreement.

Student Signature

Date

Section IV - Internship Supervisor agrees to:

1. Complete Section II with student, review Section III, and sign Section V of the Internship Agreement.
2. Supervise the student during the internship.
3. Approve and initial student's weekly internship journal before they are submitted to the college instructor.
4. **Evaluation of Performance**
 - a. Send a letter or email to the College Internship Instructor at the end of the semester evaluating the students success in accomplishing the duties & responsibilities of the projects and tasks, as outlined in Section II of the Internship Agreement, that were performed. Supervisors are encouraged to utilize the **Instructions to be reviewed by Student & Internship Supervisor** sheet that accompanies the Internship Agreement as a guideline for the designation of a grade: A, B or C. As stated on that sheet any work/evaluation falling below a C should immediately result in a meeting between the student, the on-site supervisor and the faculty member.
 - b. Fill our **Internship Evaluation Rubric** and send to Internship Instructor.
5. Meet with student and College Internship Instructor at any time during the internship or at the end of the semester if necessary.
6. _____ **(Name of Organization) hereby affirms it is an equal opportunity employer, offering employment without regard to race, color, religion, sex, national origin, or age and provides Equal Opportunity to handicapped individuals, disabled veterans, and veterans of the Vietnam era.**

Internship Supervisor Signature _____

Title: _____

Date _____

Section V - College Internship Instructor agrees to:

1. Review and approve Internship Agreement, sign Section IV and then make photocopies of the completely signed Internship Agreement and distribute to the student and Internship Supervisor.
2. Receive and review student's journal every two weeks for evaluation.
3. Record a mid-term grade.
4. Receive and review student's journal at end of the semester for evaluation.
5. Receive letter/email from Internship Supervisor with recommendation of final grade.
6. Record a final grade.
7. Meet with the student and internship supervisor at any time during the internship or at the end of the semester if necessary.
8. Email notification of the **WorkKeys** Assessment Test given at the end of the semester.

College Internship Instructor Signature _____

Date _____