



Bellevue College – Center for Career Connections

Academic Internship Program

Experiential Learning (EXPRL) 191/192/193:

Academic Internship Experience

INTERNSHIP TRAINING AGREEMENT

This agreement, to be signed by the employer, the student, and the Internship Program Coordinator, is assurance that the participating student will gain quality on-the-job experience that may be awarded college credit.

To be completed by the EMPLOYER:

Name of the student: _____

Name of company where the student will work: _____

Supervisor's Name (Must be an employee of the company. Please print.):

Supervisor's Email: _____

Supervisor's Phone: _____

Company Address: _____

Fax: _____

Student's Working Title: _____

Internship Start Date: _____

Internship End Date: _____

Total number of hours to be worked (Must be 100 hours minimum.): _____

Approximate days & hours to be worked: _____

Is Internship paid or unpaid? _____

If paid, please note the rate of pay or stipend amount: _____

The following will be considered regular work duties of the intern:

Training Agreement:

It is understood that the internship is temporary and the employer is under no obligation to continue the internship or make any offer of permanent employment to the student following the last day of scheduled employment indicated above. Any agreement to continue on at the employer after the date stated above is a negotiation between the student and the employer. The employer or student may terminate the agreement at any time. Please contact the BCC Academic Internship Program at 425-564-2279 if you wish to terminate the agreement before the date stated above.

The employer reserves the right to discharge the student for just cause. However, when the student is placed by the College, the College requests that the employer consults with the Internship Program and the student prior to such action. The College may also terminate the agreement if the training station no longer accommodates educational requirements after a consultation with the employer and student. If the internship is paid, the employer will pay the student at least the hourly minimum wage as established by the U. S. Department of Labor or the Washington State Department of Labor and Industries. Unpaid positions are exempt from this requirement; however, the employer needs to verify that the student has shown proof of registration for the Academic Internship Experience course (EXPRL 191, 192, or 193). The employer shall place the student in the same employment status as that of comparable employees with regard to Social Security, the Industrial Insurance Act, and compliance with labor laws, where applicable, and shall not displace a regular employee. Appropriate safety instruction will be provided by the employer. The employer shall evaluate the student in writing on a form supplied by the College during the quarter the student receives experiential learning credits.

Discrimination Clause: The above employer does not discriminate on the basis of race or ethnicity; color; national origin; sex; marital status; sexual orientation; age; religion or creed; the presence of any sensory, mental, or physical disability; or veteran status.

Employer Signature: _____

Date: _____

To be completed by the STUDENT:

I agree to work as shown above to meet the established learning objectives and course objectives of the BCC Academic Internship Program. I will keep the Internship Coordinator informed of any change in my work or school status. I realize that if placed in an internship position by the college, I may not be able to file an unemployment claim against my employer at the end of the placement.

Student's Name: _____

Student's Email: _____

Student's Phone: _____

Student ID: _____

Student's Signature: _____

Date: _____

To be completed by the INTERNSHIP COORDINATOR:

Bellevue College Internship Coordinator Signature: _____

Date: _____

Please complete this form and submit it to:

The Academic Internship Program, Center for Career Connections, Bellevue College
3000 Landerholm Circle SE, B231, Bellevue, WA 98007-6484
career@bellevuecollege.edu or Fax (425) 564-2230

If you have any questions about the Academic Internship Program, please contact:
Laura McCray, Internship Coordinator, lmccray@bellevuecollege.edu or (425) 564-4066