



Bellevue College – Digital Media Arts Program

Media 250: Internship in Digital Media

INTERNSHIP TRAINING AGREEMENT

Internship Details

This agreement, to be signed by the student, the employer, and the Bellevue College Internship Program Coordinator, is assurance that the participating student will gain quality on-the-job experience that may be awarded college credit. The student must work a minimum of 150 hours during a period of no less than 7 and no more than 12 weeks. The internship is to be taking during the student's degree or certification program. The student may start their internship before the beginning of the registered academic quarter if the student pre-registers for the quarter and the beginning date is agreed upon by the college, the student, and the employer.

The internship details are as follows:

Company Name: _____

Department: _____

Total Number of Hours to Be Worked: _____

Internship Start Date: _____

Internship End Date: _____

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.

The following are considered regular work duties of the intern: _____

To be completed by the **EMPLOYER**:

The employer reserves the right to discharge the student for just cause. However, when the student has been placed by Bellevue College, the College requests the employer to consult with the Internship Program and student prior to such action. The College may also terminate the agreement if the training site no longer accommodates educational requirements after the consultation with the employer and student. The employer shall evaluate the student in writing on a form supplied by the College during the quarter the student receives experiential education credits.

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 internship credit from the College. 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 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.

Supervisor's Name (Please Print): _____

Supervisor's Email: _____

Supervisor's Phone: _____

Supervisor's Signature: _____

Date: _____

To be completed by the STUDENT:

I agree to work as shown below to meet the established Learning Objectives and seminar objectives of the 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 Bellevue College, I may not be able to file an unemployment claim against my employer at the end of the placement.

Student's Name (Please Print): _____

Student's BC ID #: _____

Student's Email: _____

Student's Phone: _____

Student's Signature: _____

Date: _____

To be completed by the Bellevue College INTERNSHIP COORDINATOR:

Internship Coordinator's 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 Bellevue College Internship Program, please contact:

Laura McCray, Internship Coordinator, lmccray@bellevuecollege.edu or (425) 564-4066