



# Internship Training Agreement

Student Name \_\_\_\_\_ S# \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Program of Study \_\_\_\_\_ Course Number \_\_\_\_\_

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Internship Site \_\_\_\_\_ Internship Site Supervisor \_\_\_\_\_  
Address \_\_\_\_\_ Suite # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_  
Paid: Yes \_\_\_ No \_\_\_ Salary or Stipend \_\_\_\_\_ Start Date \_\_\_\_\_

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*The Training Agreement, signed by all parties, is the assurance for all concerned that all minimum requirements have been defined, allowing the student to begin the program. A student exhibiting unsafe or unprofessional behavior or less than entry level skills can be removed from the internship or placed on probation at the program coordinator's discretion. All parties agree that the college's liability for claims for injuries or property is set by CO statutes and the State Constitution.*

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#### Student Agrees To:

- Follow all of the Internship Site's work and conduct rules.
  - Report to the internship promptly and regularly and notify the Internship Site Supervisor at once if illness or an emergency prevents the student from reporting to the internship.
  - Attend special seminars or related classes (as specified), and perform all assignments.
  - Notify the Experiential Learning Coordinator immediately if dismissed from internship, or for changes in the internship.
  - Contact the Experiential Learning Coordinator with any address or phone number changes.
  - Failure to meet internship requirements will result in internship **probation or dismissal**.
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#### Internship Site Supervisor Agrees To:

- Instruct the student as to rules, regulations, and duties of the job.
  - Provide adequate supervision and help his/her progress on the job toward meeting Learning Objectives.
  - Provide performance ratings at the end of the internship that may be used in the determination of a course grade for the student.
  - Confer with the Experiential Learning Coordinator regarding any problems with the student's performance or professionalism.
  - Accept and assign the student to responsibilities and treat him/her without regard to race, color, national origins, sex or disability.
  - Provide **Worker's Compensation** and **Liability Coverage** for **paid interns**.
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#### Red Rocks Community College Experiential Learning Coordinator Agrees To:

- Provide staff to work with the Internship Site Supervisor and to coordinate the student's on-the-job training experiences with his/her college program.
  - Provide adequate **Worker's Compensation** if the student is **not paid** by the Internship Site.
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#### Red Rocks Community College Internship Instructor Agrees To:

- Review the Internship Site Supervisor's and Coordinator's evaluations and the intern's paper or project.
  - Visit, call or email the Site Supervisor for first-hand information on the intern's performance.
  - Grant the intern a letter grade
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\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Site Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RRCC Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RRCC Internship Coordinator's Signature