



Internship Agreement

The purpose of this agreement is to ensure that there is a mutual understanding between participants (student, employer, and college) of the goals, objectives, and conditions of training relating to participation in The College of the Florida Keys' (CFK) Internship Program.

Student/Employee: _____ Date: _____

Student ID#: _____ Program of Study: _____ Term/Year: _____

Start Date: _____ End Date: _____ # of hours worked per week: _____

Schedule (if available): _____

Employer: _____ Supervisor Email: _____

Address: _____ Phone: _____

The above named student desires to work for _____ (Employer) according to the terms indicated as a CFK Internship. As a result of the three-way partnership, CFK, the employer, and the student agree as follows:

The employer will designate an internship supervisor who, at a minimum, will (1) mentor and supervise the student, (2) provide feedback by completing the mid-term and final evaluation, (3) ensure an emergency contact is on file for the student, and (4) orientate the student regarding company rules and regulations. The employer will provide varied work experiences related to the student's career interest and objectives outlined in their course syllabus and, to the maximum extent possible, opportunities to network and develop relationships with industry/community professionals. The employer agrees to permit on-site visits by a college representative, and assure a safe and healthful work environment. The employer is in no way obligated to continue the student's employment or give preferential treatment as a result of the agreement. Employer Mentors are considered CFK volunteers and are therefore able to access student information in accordance with all FERPA regulations. It is an organization's responsibility to ensure that they are in compliance with all relevant state and federal laws including the Fair Labor Standards Act (<https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>).

CFK agrees to monitor the progress of the student, make arrangements for onsite visits with the student and their supervisor, determine a grade and award _____ college credit(s)* based on the student's agreed evaluation and assessment criteria and completion of required reports. The college agrees to notify the employer immediately if the student withdraws from the program or the college.

The student agrees to register in the appropriate course credit course. The student agrees to abide by the rules and regulations of the college and the employer, and immediately inform the internship coordinator of any problems on the job or changes in job duties and responsibilities. The student agrees to remain employed for the duration of the semester, and to display a positive and professional attitude and work ethic while on work assignment.

Employer (Printed) : _____ Signature: _____ Date: _____

Student (Printed): _____ Signature: _____ Date: _____

Instructor (Printed): _____ Signature: _____ Date: _____

Parent/Legal Guardian signature required when student is younger than 18 years of age.

Parent/Legal Guardian (Printed): _____ Signature: _____ Date: _____