



Student Internship Agreement

This signed document will constitute an agreement between _____
(company name/internship site) and Bellingham Technical College (BTC) to provide an
internship for students in the _____ program.

Internship Contacts:

Company:

Name	Title	Telephone #	Email
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BTC (Faculty):

Name	Title	Telephone #	Email
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Responsibilities:

BTC:

- Ensure that all students assigned to perform an internship and are currently enrolled and eligible for the internship program.
- Approve or, depending on the program procedures, place students into internship positions that have job descriptions that meet the educational plan and follow acceptable industry safety standards.
- Inform students of their responsibilities in an internship.
- To the best of its ability, take reasonable steps to ensure students meet minimum requirements for the position.
- Provide support for the student. Communicate with the company contact to ensure student progress. Schedule as-needed meetings with your staff to develop, discuss or evaluate the internship experience.
- Maintain a state of Washington self-insurance program, which includes a student intern liability insurance policy.
- Maintain signed internship agreement on file.

Students:

- Give permission for the release of performance information to the College and company.
- Document internship hours on a daily basis and report on a monthly time summary to BTC.
- Complete a BTC incident report if injured while performing at the internship site.
- Follow the company's and BTC's standards, policies and regulations during the internship.
- Be responsible for personal health care coverage. Students are encouraged to acquire comprehensive health and accident insurance.
- Depending on program's procedures students will either be assigned to an internship site by faculty or will be required to locate internship positions that have job descriptions that meet the educational plan.

Internship Site:

- Ensure student interns will not be used to fill or replace regular staff positions.
- Provide a designated supervisor/mentor for the student intern who will ensure student will stay within the parameters of the internship job description. Help schedule the intern's assignments and hours.
- Discuss any misconduct of students with college officials as soon as possible.
- Reserve the right to immediately suspend a student from the internship in the event of gross misconduct (such as unsafe behavior, a violation of company ethics or any serious breach of company standards or policies).
- Encourage the student to complete their program at the College.
- Provide an environment that meets industry safety standards.
- Maintain liability insurance coverage and property insurance covering the value of the facilities and content.
- Will permit, on reasonable notice and request, the review of the company by agencies charged with responsibility for accreditation of College.

Please note: If the internship position is designated as an unpaid experience, the student will not be considered an employee of your company, and your company will not assume any liability for the student under any law relating to Worker's Compensation. Students will not be entitled to any monetary or other remuneration for services performed by them at your company, nor will you have any monetary obligation to the College or its students.

It is agreed that:

- This agreement will be in effect for an indefinite time but can be reviewed by both parties as needed. This agreement may be revised or modified at any time by mutual consent. Both parties will approve a new written agreement.
- Either party may terminate the agreement.
- There will be no discrimination against any participant covered under this Agreement because of race, color, religion, national origin, age, handicap, status as a Vietnam era or disabled veteran, sex or sexual orientation, nor will the College or the company engage in such discrimination in their employment or personnel policies.
- Each party will be responsible for any negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Students are not considered employees, officers, or agents of the College. Neither party will assume responsibility for the consequences of any act or omission of any person, firm, or corporation not involved in this Agreement.
- This agreement will replace all earlier agreements for student internships.
- Any part of this agreement found to be invalid will not invalidate any other parts of the agreement.

Bellingham Technical College

Company Name

By:

By:

Title:

Title:

Signature (Faculty):

Signature: