

Student Internship Agreement
Non-KVCC Student Interns Sponsored By A College or University

Student Information

Name: _____

Address: _____

Email: _____ Primary Phone: _____

Home College/University: _____

Area/Department of Internship: _____

In order to fulfill the objectives of the Intern Student's program of study, course, or degree at his/her home college or university, KVCC has agreed to offer an unpaid internship as outlined below. In return, the Intern Student must accept KVCC's offer on the terms set out in this Agreement.

This Student Internship/Practicum Agreement ("Agreement") is made and entered between Kalamazoo Valley Community College ("KVCC") and the Intern Student. Additional agreements may be required by the Intern Student's Home College or University; such agreement(s) may be completed by the KVCC Internship Supervisor or designee, as appropriate.

Please note that this internship may be terminated at any time at the sole discretion of KVCC for a reasonable cause related to the need for maintaining an acceptable standard of conduct.

A. COMMITMENT OF KVCC

KVCC

1. Understands that Intern Students will be in a learning situation and that the primary purpose of the placement is for the Intern Students' learning. It is further understood that Intern Students shall not at any time replace or substitute for any KVCC employee nor shall Intern Students perform any of the duties normally performed by an employee of KVCC, except such duties as are a part of their training and are performed by the Intern Student under the direct supervision of a KVCC employee.
2. Will participate with the Intern Student and any faculty or representative from the Intern Student's home college or university, where applicable, in the selection of learning opportunities in keeping with the objectives developed for this student experience.
3. Will be guided by said learning opportunities and objectives while the Intern Students are in the setting of KVCC.
4. Will designate a suitable liaison person(s) to work with the Intern Student and any faculty or representative from the Intern Student's home college or university, and in the absence of this person, a suitable alternative person will be designated and available.
5. Will orient the Intern Students to rules, policies, regulations, and procedures of KVCC.

6. Will engage in the continuous exchange of information between the Intern Student and any faculty or representative from the Intern Student's home college or university through either on-site visits arranged at a mutually convenient time, or written or telephone communication.
7. Will participate in progress reports, post-program evaluation, etc. where applicable.

B. COMMITMENT OF THE HOME COLLEGE/UNIVERSITY

1. Will be responsible for curriculum planning, admissions, administration, matriculation requirements, faculty appointments and promotions as required by the accrediting agency.
2. Will be responsible for final evaluation of Intern Student performance.

C. COMMITMENT OF INTERN STUDENT

1. Will consent to a criminal background check prior to the start of the internship.
2. Will complete and adhere to the terms stated in the Kalamazoo Valley Community College Confidentiality Agreement.
3. Will adhere to any terms and conditions as set forth by the Intern Student's home college or university.

Note: Intern Students in Allied Health programs may be held to the same standards as the KVCC Students in those programs, which may include additional Criminal Background Screening and/or drug screening as required by the external clinical facilities such students are working in.

Student Intern: I have read and agree to adhere to the Internship Agreement.

Print Name

Date

Signature

Internship Supervisor: I approve of and agree to the Internship Agreement. I agree to instruct/orient the student on College policies/procedures, and provide a safe working environment.

Print Name

Date

Signature