

INTERNSHIP/INDEPENDENT STUDY AGREEMENT  
BETWEEN  
**(SITE OF INTERNSHIP)**  
AND  
**ILLINOIS CENTRAL COLLEGE**

Through this Agreement, entered by **ILLINOIS CENTRAL COLLEGE** (the College) and by (SITE OF INTERNSHIP): (a) the COLLEGE wishes to arrange for an internship/independent study opportunity in which to offer instruction to qualified students enrolled in the COLLEGE; and (b) the SITE OF INTERNSHIP wishes to make suitable facilities available for such students. The purpose of this agreement is to ensure the intern, internship site, and the COLLEGE agrees with the expectations of the internship.

**STUDENT PROFILE**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Major \_\_\_\_\_ Email \_\_\_\_\_

Current Student Rank \_\_\_\_\_ (Freshman/Sophomore)\*

*\*Freshmen must have completed a minimum of (12) credit hours. Other departmental requirements may also apply.*

**SITE OF INTERNSHIP INFORMATION**

Company \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

**ICC FACULTY ADVISOR INFORMATION**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

**INTERNSHIP DATES**

Begins \_\_\_/\_\_\_/\_\_\_ Ends \_\_\_/\_\_\_/\_\_\_

Observed Campus Holidays/Breaks \_\_\_\_\_

**INTERN WORK SCHEDULE**

Indicate the days/hours the intern will work below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
Hours						

**INTERN PAYMENT**

Payment (Check One)  Paid  Non-Paid\*

\*If Non-Paid, review Department of Labor Recommendations for Student Trainee Positions (See Appendix A)

**If Paid Internship, Indicate Pay Rate and Frequency:**

Pay Rate \_\_\_\_\_  Per Hour  Per Day  Stipend

Payment Frequency  Weekly  
 Bi-Weekly  
 Monthly  
 Stipend\*

\*If paying by stipend, please indicate the date when the stipend will be awarded \_\_\_\_\_ and the amount \_\_\_\_\_.  
Date Amount

**RESPONSIBILITY OF INTERNSHIP PARTNERS**

**The Student Agrees to the Following:**

1. To work on the days and times outlined in this agreement;
2. To adhere to the dress code of the internship location while at that site;
3. To notify internship sponsor of planned absences prior to the internship beginning;
4. To notify the faculty advisor should any problems arise during the course of the internship;
5. To track the work hours completed during the internship and submit that report to the faculty advisor at the conclusion of the internship;

6. To complete any additional forms of documentation required by your specific internship and/or independent study course, as described by your faculty advisor at the start of your internship;
7. To complete assignments, duties, and final projects associated with the internship as assigned by your internship site supervisor.

**The Site of Internship Agrees to the Following:**

1. To provide a work environment suitable for the intern to gain relevant experience within his/her desired field of study;
2. To provide a safe environment for the intern and inform the College and the student of any safety concerns prior to the start of the internship experience;
3. To work with the faculty advisor to identify goals and objectives that can meet the academic requirements necessary for college credit to be received for the experience;
4. To notify the faculty advisor of any substandard work performance observed on the part of the student intern.

**The College Agrees to the Following:**

1. To provide and designate in writing a faculty advisor for assistance with curricular development, maintenance of instructional quality, and supervision of student intern;
2. To go through proper SITE OF INTERNSHIP channels to make plans for student experiences and/or observations;
3. To abide by the rules and regulations of the SITE OF INTERNSHIP as they may be amended;
4. To utilize the facilities provided by the SITE OF INTERNSHIP in accordance with the COLLEGE calendar
5. To provide support if or when problems arise with the intern or the internship experience.

**JOINT RESPONSIBILITIES**

Jointly the personnel of the SITE OF INTERNSHIP and the faculty of the COLLEGE will cooperate in the development of experiences for students and the evaluation of the internship experience. An atmosphere conducive to cooperation will be encouraged by mutual exchange of information and planning. Meetings of the instructional staffs of the COLLEGE and the SITE OF INTERNSHIP personnel will be scheduled when deemed necessary. SITE OF INTERNSHIP's personnel are free to attend COLLEGE faculty meetings related to courses of study.

The COLLEGE has the right to remove a student from a SITE OF INTERNSHIP. The COLLEGE shall notify the SITE OF INTERNSHIP of such removal in writing. The SITE OF INTERNSHIP may immediately remove any student participating in an internship program from the SITE OF INTERNSHIP's premises for behavior that the SITE OF INTERNSHIP deems to be

an immediate threat to the health or welfare of its patrons, staff members, visitors, or operations. In such event the SITE OF INTERNSHIP shall notify the COLLEGE in writing of its actions and the reasons for its actions as soon as practicable. If the SITE OF INTERNSHIP desires to remove a student for any other reason, it shall notify the COLLEGE in writing of the reasons for the removal and shall consult with the COLLEGE before removing the student.

**ADDITIONAL TERMS**

Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker’s Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

The COLLEGE represents and warrants that relevant faculty members are appropriately certified and/or licensed. The COLLEGE will provide the SITE OF INTERNSHIP with copies of evidence of certifications or licensures upon request.

The COLLEGE and the SITE OF INTERNSHIP shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status, sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this agreement.

No assigned student or COLLEGE faculty member under this agreement shall in any way be considered an employee of the SITE OF INTERNSHIP nor shall any student or faculty member be entitled to any fringe benefits, Worker’s Compensation, disability benefits or other rights normally afforded to employees of the SITE OF INTERNSHIP.

This Agreement shall exclusively benefit and be binding on the parties hereto and their respective successors and assigns. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by any reason of this Agreement.

This Agreement supersedes any and all other agreements, either oral or written between the parties with respect to the subject matter hereof. No changes, modifications, or waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

**SIGNATURES**

We agree to abide by the terms of this contract and changes must be approved by all four parties in writing.

Dean \_\_\_\_\_

\_\_\_\_\_ Date

Intern (Student) \_\_\_\_\_

\_\_\_\_\_ Date

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Internship Supervisor \_\_\_\_\_ Date \_\_\_\_\_

## Appendix A

### ***Federal Guidelines on Internships US Department of Labor***

The following six legal requirements must be met for an unpaid internship, according to the US Department of Labor:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
2. The internship experience is for the benefit of the intern.
3. The intern does not displace regular employees, but works under close supervision of existing staff.
4. The employer that provides the training derives not immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.