

Rainbow Tree Companies' Internship Policy

	Student Intern	Company Supervisor	Faculty Coordinator
Name			
Address			
Phone			

This letter of agreement confirms the responsibilities of the company, the student intern and the faculty coordinator in the internship, the beginning and ending dates of the internship, and the due dates for the performance evaluations. This agreement will be provided to the company prior to the student reporting to work at the company.

The variety in the size and function of the company participating in the internship may, in some cases, require slight modifications of the procedures contained in these guidelines. Significant modification of these procedures should be mutually approved and in writing signed by all of the parties signing the original agreement.

Beginning date of the internship: _____

Completion date of the internship: _____

Will the intern be paid? yes_____ no_____

If yes, how much? \$_____ per _____

Will the intern receive college credit for the internship? yes_____ no_____

If yes, how many hours credit? _____

Intern's weekly work schedule: _____

Position: _____

Location of company work assignment: _____

This letter does not create a contract of employment. The term of your employment with the Company is for an internship period and shall be at-will. Therefore, both you and the Company reserve the right to terminate the employment relationship at any time, for any reason or no reason, with or without notice. The employer is under no obligation to offer full-time employment to the student prior or after graduation. Likewise, the student is under no obligation to the employer after completion of the prescribed work period(s) for an Internship.

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Responsibilities

Student Intern: As the student intern enters the company he/she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

1. Adhering to company work hours, policies, procedures and rules governing professional staff behavior.
2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his/her actions and activities.
4. Maintaining professional relationships with company employees, customers and so forth.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the company setting.
7. Developing a self-awareness in regard to attitudes, values, behavior patterns, and so forth that influence work.
8. Preparing for and utilizing conferences and other opportunities of learning afforded in the company.
9. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.
10. Providing your faculty coordinator with periodic progress reports.

AGREED _____
Student Signature

Employer: It is the responsibility of the employer to provide direct, on-the-job supervision of the student intern which includes the following:

1. Orienting the student intern to the company's structure and operations.
2. Orienting the student intern to the company's policies and procedures regarding appropriate dress, office hours, applicable leave policies.
3. Introducing the student intern to the appropriate staff.
4. Providing the student intern with adequate resources necessary to accomplish job objectives.
5. Orienting the student intern to the policies and procedures of the personnel department.

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6. Affording the student intern the opportunity to identify with the supervisor as a professional member by jointly participating in office interviews, meetings, conferences, projects, and other personnel and management functions.
7. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the company.
8. Consulting the faculty coordinator in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the student intern's learning and performance.
9. Providing regularly scheduled supervisory conferences with the student intern.
10. Participating in joint and individual conferences with the student intern and faculty coordinator regarding the student intern's performance.
11. Submitting an evaluation on the student intern's job performance.
12. Submitting a job description for the student intern by _____ (date).

AGREED _____
Employer Signature

Faculty Coordinator: The faculty coordinator assumes overall responsibility for consultation with the company and interns on objectives, agreements, and other job-related tasks. The faculty coordinator is available to the student intern in an advisory capacity with respect to assisting the student intern to achieve the stated objective of the internship. The role of the faculty coordinator involves:

1. Individual pre-placement orientation and introduction of the student intern to the nature and purpose of the internship.
2. Orienting and introducing the company supervisor to the purpose and objectives of the internship.
3. Consulting with the company supervisor and student intern on a regular basis regarding the student intern's performance.
4. Assuming responsibility for the removal of a student intern from the internship setting whenever necessary.

AGREED _____
Faculty Coordinator Signature