**INTERNSHIP AGREEMENT, 2012**

*I.  PURPOSE OF INTERNSHIP*

The Internship Program has been established by Southwestern College (SWC) for the purpose of providing students with the opportunity to gain skills and work experience directly related to their academic and career goals through the training experience of a summer internship. The Internship Program is coordinated by the Southwestern College Mathematics, Engineering, Science, Achievement (MESA) Program and the School of Mathematics, Science, and Engineering Research and Training Institute (MSE-RTI)

*II. CONTRACT PARTNERS*

**A. Student Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Local Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Telephone: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Southwestern ID #: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Year in School: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Major: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Internship credit semester (check one): Fall \_\_\_\_,  Spring \_\_\_\_, Summer 20**\_\_\_\_\_\_\_\_**

 Dates of internship: From **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** To **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Emergency Contact Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Contact Info**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**B.  Southwestern Community College District**

 900 Otay Lakes Road, Chula Vista, CA 91910
 619.421.6700

 **District Contact:**
 Raga M. Bakhiet, PhD, Mathematics, Engineering, Science Achievement (MESA) Program Director
 School of Mathematics, Science and Engineering
 619.482.6381; rbakhiet@swccd.edu

*III. INTERNSHIP INFORMATION*

**Name of Host-Site for Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Name of Supervisor:** |  |
| **Title:** |  |
| **Address:** |  |
|  |  |
| **Phone / Fax:** |  |
| **E-Mail:** |  |

1. *TRAINING AND EDUCATIONAL OUTCOMES*

Participation in an internship will afford the student intern an opportunity to conduct research and experience the exhilaration of real science. The student is expected to achieve the following learning outcomes through participation in the internship.

Internship Learning Outcomes

Student will collaborate with and mentor their peers during his/her internship experience.

Student will prepare and present to his/her peers and mentors a well-thought out poster containing information relating to his/her internship experience.

Student will prepare and present to his/her peers and mentors a well-thought out PowerPoint presentation containing information relating to his/her internship experience.

Student will present to the college community a well-thought out PowerPoint presentation containing information relating to his/her internship experience.

1. *TERMS OF COMPENSATION*

This agreement clarifies the manner in which the student intern will be compensated while participating in an internship funded through Southwestern College and / or presenting their research findings/internship experience and describes the required assignments and responsibilities to meet the learning outcomes of the internship.

Students interns are exempted from the minimum wage / overtime requirements of the Fair Labor Standards Act (FLSA) based upon the following criteria established by the Department of Labor (DOL):

1. The training is for the benefit of the student intern.

2. The student intern does not displace regular employees, but works under their close observation.

3. The employer hosting the student intern derives no immediate advantage from the activities of the student intern.

4. The student intern is not entitled to a job at the conclusion of the training period.

5. The employer and the student intern understand that the student intern is not entitled to wages for the time spent in training.

6. The training is similar to that which would be given at a vocational school.

The DOL Field Operations Handbook indicates that a totality of circumstances approach is taken and not all

six factors must be met.

The student intern will receive a stipend based upon achievement of the specific learning outcomes established for the internship. This stipend does not constitute direct payment in the form of wages or other remuneration for the activities performed by the student intern at the host-site of the internship. The stipend will be paid out in up to five increments for participation in the internship and / or completion of the following assignments on the due dates specified in the table below. Withholding taxes and other required deductions will be deducted from the stipend. Southwestern College pays for these stipends with funding provided by the National Science Foundation (NSF), the Lipp Foundation, or other non-District sources. Worker’s compensation coverage is provided for the student intern through the Southwestern Community College District.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Internship****Learning Outcome** | **Assignment** | **Assignment** **Due Date** | **Compensation** | **Location** | **Date Paid**  |
| Student will collaborate with and mentor their peers during their internship experience. | Team Report – 1 page (SWC) | June 29, 2012 | $500 | SWC | July 5, 2012 |
| Student will prepare and present a well-thought out poster containing information relating to his/her internship experience. | Summer Internship Symposium (SDSU) | August 10, 2012 | $500 | SDSU | Aug. 5, 2012 |
| Student will prepare and present to their peers and mentors a well-thought out PowerPoint presentation containing information relating to his/her internship experience. | PowerPoint Presentation of Research Experience(SWC) | Aug 14, 2012 | $500 | SWC | Sept. 5, 2012 |
| Student will present to the college community a well-thought out PowerPoint presentation containing information relating to his/her internship experience. | MESA Night Poster and PowerPoint Presentation of Research Experience(SWC) | Sept 14, 2012 | $500 | SWC | Oct. 5, 2012 |

Assignments are due to the MESA Director.

All reports, posters and presentations should follow the guidelines specified by the MESA Director.

*VI. EXPECTATIONS AND EVALUATIONS OF STUDENT INTERN*

The student intern is expected to comport him or herself in a manner that reflects positively on SWC. Student interns are responsible for abiding by Southwestern College District Policy No. 6047 (Student Conduct Standards and Discipline) while participating as a student intern. This policy includes, but is not limited to, prohibitions against disruptive behavior and the possession or use of alcohol and / or controlled substances. The student is also responsible for complying with on-the-job regulations at the host-site and maintaining regular attendance at the work-site.

Periodic evaluations of the student intern’s performance will be conducted by the MESA Director, in consultation with the host-site supervisor of the student intern. Student interns who receive satisfactory evaluations will be invited to compete for future internship opportunities offered through the MESA Program. Any student intern who receives an unsatisfactory evaluation will be terminated from the internship program at the discretion of the MESA Director.

*VII. AFFIRMATION*

This agreement must be signed prior to the first day the student undertakes any activities with the sponsoring agency. No compensation or credit will be given for internships begun prior receipt of the signed agreement by the MESA Director.

By signing this form, I affirm that I am 18 years old or older and that I have read, understood, and agree to abide by the information, conditions, and terms contained in this internship agreement. In addition, I agree to abide by Southwestern College District Policy No. 6047 (Student Conduct Standards and Discipline) while participating in said internship. The policy includes, but is not limited to, prohibitions against disruptive behavior and the possession or use of alcohol and / or controlled substances.

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Student Name, Printed Signature of Student          Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
District Contact, Printed Signature of District Contact                             Date

**RELEASE OF LIABILITY**

As consideration for participating in the internship experience described above, I hereby release, hold harmless and forever discharge Southwestern College and its employees and agents from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained by me or any property belonging to me while participating in the Internship Program.

I acknowledge that my participation in this activity is elected by me and not required. I voluntarily assume full responsibility for any risk of loss, damage, or personal injury, including death, and for any damage to property that may be sustained by me as a result of participation in the Internship Program.

I understand that I will not be compensated for assignments not completed, even if circumstances outside my control make it impossible to complete the internship.

I acknowledge that I have read and that I understand this document. I understand and agree that this release is binding on me, my heirs, my assigns, and personal representatives. I acknowledge that I am 18 years old or more.

This the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_

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Student Name, Printed Signature of Student          Date

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Witness Name, Printed Signature of Witness          Date