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**INTERNSHIP AGREEMENT**

In order to participate in an internship funded by Southwestern Community College (SWC) or grants and endowments managed through SWC, individuals must possess the minimum qualifications (or their equivalent) for a given discipline and/or passing an interview with the respective company or institution.

Participation in this Internship Program is limited to the time specified in the internship contract signed by the student.

**Classroom Expectations (for all those who are attending classes as part of the Internship):**

* Be on time to all classes and prepared to begin instruction at the published start time.
* Attend class on all days, for the entire class period, including the final exam period.

**Other Professional Expectations:**

* Submit all required documents by the stated deadlines, including (but not limited to) drafts of power point presentations and posters, final corrected versions of your presentations.
* Treat all employees and students with respect.
* Utilize campus and internship site resources that foster and support effective work experience – e.g. the Internship Program Mentors, the MSE Dean, The MESA Program Director, Staff Development opportunities.

**Internship Program Expectations:**

* Interns will be informally evaluated by the Internship Program Mentors.
* Interns will attend at least 120 hours of internship activities, as described by the Internship Program Mentors.
* Interns will submit requested documents to Internship Program Mentors by stated due dates.
* Interns will be assigned teams (or form team) of two to four interns, specifics of team interactions are outlined in the Summer Internship Contract.
* Interns will serve as peer mentors to other interns, as directed by Internship Program Mentors.
* Interns will earn a stipend as specified in the Summer Internship Contract.
* Contact your teammate(s) in person or by phone at least once a week and exchange information (accomplishments and challenges) about your respective projects. Try to become buddies and seek each other’s advice.
* Keep a journal of your experience and the information that you exchange with your teammate(s)
* Keep a laboratory notebook to record your research or work experience daily.
* Submit a typed copy of your journal on July 10th and again at the end your summer internship to the MESA Director.
* Follow the internship contract guidelines for presentations that are required of you.

**Ethical and Behavior Expectations:**

* Take your internship seriously; this is a learning experience in every way: Put your best effort forth and rise to your highest expectations. Be sensitive to your team-mates needs and space, as well as your mentors, teachers and company colleagues by practicing good manners, patience and the general rules of decency.
* Have good fun and enjoy the summer in all its beauty and warmth!

If you have any questions about this Summer Internship Program and/or SWC MSE policies, please contact the MESA Director via email ([rbakhiet@swccd.edu](mailto:rbakhiet@swccd.edu)) or phone (619)482-6581 or the MSE Interim Dean via email ([rfielding@swccd.edu](mailto:rfielding@swccd.edu)) or phone at (619)421-6700 x6344 or by appointment.

By signing this agreement, I acknowledge that I have been informed of and agree to abide by the aforementioned expectations.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_