



INTERNSHIP/FIELD EXPERIENCE PLACEMENT AGREEMENT

This statement of educational training signifies the obligations/conditions of agreement between

_____ and _____
STUDENT NAME AGENCY/INSTITUTION/ORGANIZATION

for the purpose of providing an internship/field experience for this student who will function in the following role:

A. CONDITIONS

- 1) The internship/field experience will be _____ hours per week for _____ weeks.
- 2) The internship/field experience will begin on _____ and will run at least until _____ if work conditions permit.

B. THE AGENCY/INSTITUTION/ORGANIZATION AGREES TO:

- 1) Provide the student with opportunities to and instruction in successfully integrating work experience with related education.
- 2) Help the student adapt to the work environment within the work organization.
- 3) Avoid subjecting the student to unnecessary hazards.
- 4) Assign the student new responsibilities when the supervisor feels the student can handle them.
- 5) Cooperate with Minnesota West in evaluating the progress of the student.
- 6) Notify the faculty internship/field experience supervisor of any deficiencies in the student's work, such as poor attitude, undesirable habits, etc.
- 7) Recognize that it is the policy of the College to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Agency/Institution/Organization agrees to adhere to this policy in implementing this Agreement.

C. THE STUDENT AGREES TO:

- 1) Perform assigned duties to the best of his/her ability. The student is considered a member of the staff and, as such, should aim at being a productive member of the staff.
- 2) Keep the agency/institution/organization's best interests in mind at all times and be punctual, dependable, and loyal to them.
- 3) Follow directions, avoid unsafe acts, and be honest in all dealings with the supervisor and the agency/institution/organization's customers/clients.
- 4) Complete required forms before beginning placement.
- 5) Register with Minnesota West for academic credit (45 hours/1 credit required).
- 6) Keep the supervisor and faculty internship/field experience supervisor informed about any changes in his/her program or intentions. The student **must** gain permission from the internship/field experience supervisor if he/she considers dropping internship/field experience credit.

