



**Community & Technical College**  
**Internship/Cooperative Education Agreement**

**BETWEEN**

**BIG SANDY COMMUNITY AND TECHNICAL COLLEGE**

**AND**

\_\_\_\_\_ (“Affiliating Agency”)

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**Purpose:**

The purpose of this agreement is to establish guidelines and responsibilities of the Internship/Cooperative Education component for students in the Associate Degree/Diploma programs.

This agreement is effective as of \_\_\_\_\_, 2005

**General Responsibilities**

1. Both the College and the Affiliating Agency do not discriminate on the basis of race, color, religion, national origin, marital status, disability, gender, sexual orientation, age, or political affiliation.
2. Student assignments, planned by the instructor in consultation with the appropriate supervisory personnel, will be designed to meet the educational needs of the students and in accordance with available opportunities and experiences.
3. Internship/Cooperative Education schedules shall be in accordance with the College curriculum and the Affiliating Agency’s standard operating procedures.
4. It is understood and agreed to by all parties that if the Internship/Co-op is a paid position, the student is entitled to wages, workers’ compensation, medical or liability insurance, or any other employee benefits as applied to any other part time status employees of the Affiliating Agency for activities related to the Internship/Co-op experience provided for under this agreement.
5. Students are not entitled to jobs with the Affiliating Agency upon program completion.
6. Students are not entitled to unemployment benefits at the end of the program.

### **College Responsibilities**

**College Faculty will:**

- 1. become familiar with the Affiliating Agency and its policies prior to activation of student experiences;**
- 2. be responsible for planning student experiences in consultation with appropriate agency representatives;**
- 3. be responsible for supervision of student experiences and coordinate student experiences to facilitate optimum training;**
- 4. assist with the orientation of agency personnel to the aims, objectives, and educational methods of the Program;**
- 5. provide student orientation to, and require compliance with, standards of conduct and dress set by the Affiliating Agency;**
- 6. remove any student from the Internship/Co-op area for violation of the Affiliating Agency's policies, standards, or procedures;**
- 7. provide training to the student prior to assignment to the Internship/Co-op; and**
- 8. plan with agency representatives to evaluate the Program.**

### **Student Responsibilities**

**The student will:**

- 1. be courteous and considerate of the employer, co-workers and others;**
- 2. keep the employer's interest in mind and to be punctual, dependable and loyal;**
- 3. notify the employer and the coordinator as soon as possible if unable to go to work and/or school;**
- 4. keep such records of work experience and wages earned as required by the school and to submit them on or before specified deadlines**
- 5. conform to the policies and regulations of the employer and the school;**
- 6. maintain a satisfactory performance level in school and on the job;**
- 7. abide by the Training Plan Agreement developed by the teacher, coordinator and employer.**
- 8. complete an application for employment with the Affiliating Agency and any applicable test and interview for the internship/co-op position;**
- 9. understand that a background investigation which includes, but may not be limited to, credit, criminal, etc., may be performed by the Affiliating Agency.**

**Affiliating Agency Responsibilities**

**Affiliating agency will:**

- 1. serve as a laboratory in which students may be assigned for educational experiences;**
- 2. provide staff time for planning with faculty for suitable student experiences;**
- 3. provide faculty orientation to the Agency’s setting and its policies;**
- 4. take an active part in the training and supervision of the student while providing on the job instruction;**
- 5. assist the coordinator in evaluating the student’s performance by completing an evaluation form when required;**
- 6. provide close supervision by an experienced and qualified person and to avoid subjecting the student to unnecessary or unusual hazards;**
- 7. notify the college immediately in case of accident, sickness, or student non-compliance with this agreement;**
- 8. permit the coordinator to visit and discuss student progress;**
- 9. give the student the same consideration as other employees in regard to health, safety, regulations and other employment conditions;**
- 10. comply with all regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, marital status, or age;**
- 11. be responsible for performance and review of background investigations, if required.**

**Duration and Review**

**This Memorandum of Agreement shall be effective from the date of its execution and shall be reviewed annually. Subject to such revisions as are mutually agreeable at the time of annual review, the duration of the agreement shall be continuous. Either party may terminate the agreement at the end of any year (as measured from the date of execution) upon written notice of at least six (6) months in advance.**

**Applicable Law**

**This agreement shall be construed in accordance with the laws of the Commonwealth of Kentucky. Each party understands and agrees that the College is a Kentucky public agency and any and all allegations and claims for negligence against the college arising from actions taken under this agreement shall be brought before the Kentucky Board of Claims pursuant to KRS 44.070 et seq.**

**In Testimony whereof, Witness the duly authorized signatures of the parties hereto:**

**Affiliating Agency**  
\_\_\_\_\_  
**(Agency Name)**

**Big Sandy Community and Technical College**  
**(College Name)**

\_\_\_\_\_  
**Agency Representative Signature**

\_\_\_\_\_  
**College President’s Signature**