

COLLEGE of CHARLESTON

R.E.A.C.H. PROGRAM

INTERNSHIP PROGRAM

Off-Campus Learning Agreement

The purpose of this agreement is to ensure that the internship experience is productive and beneficial to all parties. This agreement outlines the obligations of the Intern, Internship Site and the REACH Program.

Student Intern _____ CWID # _____
Phone _____ Email _____
Address while interning _____

Host Organization _____
Department _____
Address _____

Site Supervisor _____ Title _____
Phone _____ Fax _____
Email _____

Intern Job Title _____
Start Date _____ End Date _____
Hours per Week _____ Hourly Wage \$7.25
Student Intern Work Schedule
M _____ T _____ W _____ TH _____ F _____ S _____ Sun _____

REACH Internship Coordinator: Rene' Reese
Fax: 843-953-6341 Phone: 843-953-3630 Email: reeserd@cofc.edu
Mailing Address: College of Charleston, 66 George Street, Charleston, SC 29424

POSITION DESCRIPTION: Includes learning objectives and job duties

Responsibilities of the Student Intern:

- Have regular and punctual attendance.
- Comply with the Internship Provider’s policies and procedures.
- Perform all duties to the best of your ability.
- Immediately report problems and concerns to the REACH Internship Coordinator and Internship Site Supervisor.

Responsibilities of the REACH Program:

- Disburse all compensation to the students for the work performed under this Agreement and be responsible for making all payments due as an employer for contribution under State or local Workman’s Compensation laws, Federal or State social security laws, or under other applicable laws and regulations regarding compensation.
- Maintain regular contact with the Student Intern and Internship Provider to discuss the Intern’s progress, address and eliminate any barriers to success, provide support and assistance to ensure learning is occurring and a successful outcome.
- Meet with the Student Intern and the Internship Provider at least twice during the internship period to formally evaluate the student’s progress.
- Be available as needed by Intern and Host Site.
- Readily address concerns or problems identified by the Internship Site and/or the Student Intern.

Responsibilities of the Internship Site

- Provide supervision, training, and professional direction of the Student Intern.
- Orient the Student Intern to company rules, policies, procedures, methods, and operations.
- Monitor hours worked, complete and sign Intern’s timesheet.
- Comply with all pertinent Federal and State laws and regulations, including but not limited to Title VII, Equal Employment Opportunity laws and the Americans with Disabilities Act.
- Notify the REACH Internship Coordinator immediately of any problems or concerns
- Complete a written evaluation of the Intern’s performance progress twice during the internship period and meet with the Intern and REACH Internship Coordinator to review the evaluation.

All parties agree that the internship will not conflict with attendance at regularly scheduled classes, will not involve political or religious activity and that the internship may be terminated at any time.

REQUIRED SIGNATURES	DATE
Student Intern	
Site Supervisor	
Internship Coordinator	

Original copy to be retained by the REACH Program