



Non-Paid Internship Agreement

Program Name \_\_\_\_\_ Instructor \_\_\_\_\_

Intern First Name \_\_\_\_\_ Intern Last Name \_\_\_\_\_ Associate School \_\_\_\_\_

Intern's Parent/Guardian Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Intern's Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates of Internship: Start \_\_\_\_\_ End \_\_\_\_\_ Time of Internship: Start \_\_\_\_\_ End \_\_\_\_\_

Days of Internship: Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Name of Internship Site \_\_\_\_\_

Address of Internship Site \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Internship Sponsor's First Name \_\_\_\_\_ Internship Sponsor's Last Name \_\_\_\_\_

Internship Sponsor's Job Title \_\_\_\_\_ Internship Sponsor's E-mail Address \_\_\_\_\_

Intern's Sponsor's Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

PLEASE NOTE: There may be special instructions specific to each program and instructor attached to this agreement. Please be sure to review each document that you receive.

The student Internship is located at an industry site; therefore, the student is expected to represent CVCC and his/her program by maintaining high standards of behavior and performance. No pay shall be received. The employer may use this internship as an evaluation period to make the decision to hire the intern for a Paid Internship or Early Placement beginning in late January if student's attendance allows first release. If not, student maybe allowed to start in mid-February or the beginning of April.

The student shall conform to the code of conduct set forth by Cuyahoga Valley Career Center and the policies and procedures of the Internship Sponsor. CVCC and the Internship Sponsor reserve the right to discontinue the Internship if policies of either party are not maintained by the Intern. All parties to this agreement must be made aware of the discontinuance of the Internship prior to or immediately upon discontinuance; the student shall return to CVCC the next school day after discontinuance of Internship. If job site cannot accommodate student any day, student should return to CVCC for that day.

The parent/guardian assumes responsibility and liability for the Intern while at the Internship Site, and for all transportation of the Intern to and from the Internship Site.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

CVCC Academic Instructor as required

\_\_\_\_\_  
Date

\_\_\_\_\_  
Career & Community Resource Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
CVCC Principal or Assistant Principal

\_\_\_\_\_  
Date