

## Internship Orientation and Student Agreement

Student's Name:	VID:
Term:	Major: Graphic + Interactive Design
Internship Coordinator (IC):	Faculty Internship Supervisor (FIS): Kristy Pennino

**The Intern (Valencia College Student) agrees to the following:**

1. I understand that the Internship Course is a course that I must be registered for and that I will receive a grade for, just like any other Valencia course. **I understand that in addition to the rate per credit hour there is a \$10 Internship fee per term for internship courses.**
2. I understand my grade for my internship will be based on my performance at the internship site as well as assignments in the Internship Handbook.
3. I understand that my Internship Coordinator will enroll me in the internship course AFTER I have secured an internship and after my Internship Coordinator has received the Confirmation Letter from my employer.
4. I understand that I may register for 1-4 credits. Each credit is equivalent to working approximately 8-10 hours per week (exact total is 80 contact hours per credit). I also understand that I can only take a maximum of four (4) internship credits while at Valencia. Furthermore, I understand that hours worked at the internship site will not count until registration has been completed.
5. **I understand that I must take an active role in securing my Internship. This means:**
  - I will follow-up immediately when I am contacted by employers, my Internship Coordinator, and my Faculty Internship Supervisor.
  - In addition to my Internship Coordinator sending my resume to employers, I will also contact companies that I am interested in interning with. Additionally, I will keep a list of these companies to document and share my efforts in the internship seeking process with my Internship Coordinator.
  - Once I have found an internship, I will contact my Internship Coordinator immediately to provide the name and contact information of my internship employer.
6. **I understand that I will need to contact my Faculty Supervisor as soon as possible** as this is the faculty I will be submitting my assignments to and who will be providing my grade. I also understand that I will need to submit my Attendance Sheets, Activity Logs, and Thank You Letter to my FIS as my grade is partially dependent upon these activities.
7. **I understand once I have accepted an internship, I will inform my Internship Coordinator immediately.** In addition, I will contact my Faculty Supervisor who will oversee the rest of the internship process. If a problem arises and I am unable to reach my Faculty Supervisor, I will contact my Internship Coordinator.
8. I understand that the time normally spent in a classroom setting will be spent in a working environment. I agree to follow all Valencia policies and procedures and all employment policies, regulations and standards observed by employees at the Internship site. I also agree to adhere to the Internship companies' safety procedures.
9. I understand that I will need to develop a Customized Learning Plan with the assistance of my Faculty Supervisor and with input from the employer. Internship learning outcomes will be based upon the employer's outline of internship tasks listed on the Confirmation Letter.
10. **I understand that I need to complete the objectives specified in the Customized Learning Plan during the required contact hours in order to earn college credit.**
11. I agree to maintain a daily record of attendance and submit documentation (signed by the Internship employer) to my Faculty Supervisor to validate completion of the required contact hours.
12. **I understand there is no guarantee that I will secure an internship in the terms in which I apply. I also understand that there is no guarantee of a paid internship.**
13. I understand that there is no guarantee that my intern employer will offer me permanent employment.
14. I agree to hold Valencia College harmless regarding any non-promotions based on the internship evaluation, or for any injuries or terminations that arise out of this Agreement.
15. **I understand that the Internship Forms Handbook contains forms necessary for my Internship assignments and I must complete these forms for my Faculty Supervisor to grade.**
16. I give IWS permission to enroll me in CRN \_\_\_\_\_ which equals \_\_\_\_\_ credits.
17. I give IWS permission to review my records to check my registration status for the term in which I am registered for the internship.

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Student Signature

Date