



One of the Seattle Colleges

Internship Training Agreement

NSC Internship Program • 9600 College Way North, Seattle WA 98103-3599

Academic/Vocational Program _____ Course: _____ Item #: _____ Credits: ____

Year _____ Quarter: Summer Fall Winter Spring

This agreement, to be signed by the student, the employer and the faculty member is assurance that the participating student gains quality on the job experience that may be awarded college credit.

Student Information (to be completed by Student)

Name _____ Student ID # _____ Number of previous internship credits ____

Address _____ City _____ State ____ Zip _____

Phone _____ Cell /Alt. # _____ E-mail _____

I agree to work as shown below to meet the established learning objectives of the Internship Program. I will keep my Internship faculty informed of any change in my work or school status. I realize that if placed in an Internship position by the college, I may not be able to file an unemployment claim against my employer at the end of the placement.

Employer Information (to be completed by Internship Employer)

Company Name _____ Nature of business (i.e. retail, manufacturing, etc.) _____

Address _____ City _____ State ____ Zip Code _____

Supervisor Name _____ Title _____

Supervisor Phone: _____ E-mail _____ Internship Start/End _____

Internship Title _____ Wages per hour (\$) _____ Average scheduled hours per week ____

Paid Internships: The employer will pay the student at least the minimum hourly wage as established by the Department of Labor and the Washington State Department of Labor and Industries. The employer shall place the student in the same employment status as that of comparable employees with regard to Social Security, the Industrial Insurance Act, and compliance with labor laws where applicable, and shall not displace a regular employee. **Unpaid Internships:** Unpaid internships and approved volunteer positions are exempt from the above requirements, except that the intern or volunteer must not displace a regular employee. All unpaid internships at for-profit organizations must comply with federal FLSA regulations as listed on the Washington State Labor and Industries website. Payment toward L & I insurance (approx. 7 cents/hour) is recommended.

The employer reserves the right to discharge the student for just cause. However when the student is placed by the college, the college requires the employer to consult with the instructor and student prior to such action. The school may also terminate the agreement if the training site no longer accommodates educational requirements after due consultation with the employer and student. Appropriate safety instruction will be provided by the employer. The employer and the student shall be contacted on the job by the instructor during the quarter. The employer agrees to evaluate the student in writing on forms supplied by the college during the quarter the student receives credit. The above employer does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability.

Instructor Information (to be completed by Faculty)

Name _____ Carla Thompson _____ Office: (206) 934-3734 _____

E-mail _____ carla.thompson@seattlecolleges.edu _____ Fax: (206) 934-3735 _____

I will work with the student and employer to define learning objectives. I will receive the student's work and contact the employer to determine the student's progress. At the end of the quarter and upon completion of the Internship Course Requirements, I will assign the student a grade.

Student Signature _____ Date _____

Employer Signature _____ Date _____

Instructor Signature _____ Date _____

North Seattle College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability.