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**INTERNSHIP AGREEMENT**

This Internship Agreement is entered into effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between Western Technical College, hereinafter referred to as "College" and \_\_\_\_\_ (Employer), in an effort to provide the Intern an opportunity to learn about work in a realistic setting and thereby help the transition from school to work in the community.

To accomplish this goal, the College and the Employer agree to the following terms.

**A. Term**

As of the date of this Agreement, the duties and obligations of the parties will begin and be renewed every three (3) years from the date on which the Agreement is signed. Either party has the right to terminate this Agreement upon giving 30 days written notice to the other. The notice must be sent by certified mail. The Internship Agreement must be signed prior to an Intern beginning his/her Internship experience. In the event termination of this Agreement does occur for any reason, the College may reassign the Intern(s) in an effort to complete his/her Internship elsewhere.

**B. Responsibilities of the College**

1. The College will provide a Coordinator for the Internship Program to oversee the Intern(s) during the term of this Agreement. The Internship Coordinator will also serve as a liaison between the College and the Employer for any issues that may arise during the term of this Agreement.
2. The College will provide the Employer a course description and supporting documentation that will enable the Employer to provide a suitable hands-on experience in the areas described by the course of study.
3. In cooperation with the Employer's designated representative, the Internship Coordinator will advise the Intern that they must follow the policies, procedures, standards and code of ethics set forth by the Employer.
4. The Intern shall remain subject to the rules and regulations of the College. The Intern will be required to promptly advise the Internship Coordinator of any issues or problems he/she may have to include the training, facility or the conduct of the program.
5. The Internship Coordinator will provide the Employer the documents required to initiate this Agreement, along with a copy of the student accident insurance which will include the effective date, limits of coverage, and other pertinent data. The Internship Coordinator will notify the Employer of any changes or termination in coverage. The limits of the student accident insurance will not be more than fifty thousand dollars (\$50,000.00) for any incident or injury. Should an incident involving the Intern occur, the Intern and the Employer will provide reasonable documentation of the incident and immediately notify the Internship Coordinator. In the event the Internship Coordinator cannot be reached, the Program Director will be notified.

**C. Responsibilities of the Employer**

1. The Employer will accept the Intern for the Internship Program experience during the agreed-upon time.
2. The Employer will provide a qualified person to oversee the Intern in the discipline for educational purposes and evaluation. The Intern must not displace regular employees and must work under close observation of the designated supervisor. The Employer understands and accepts that the training may from time to time impede the operation of the work site.

3. The training, while it is actual on-the-job training, will be similar to the training the Intern would receive at the College and will therefore be for the benefit of the Intern and not the Employer.
4. In cooperation with the Internship Coordinator, the Employer will orient the Intern and Coordinator to the workplace facilities, procedures, personnel policies, standards, and code of ethics. If applicable, The Employer will provide the Intern with written safety procedures and company policies to be signed by the Intern. The signed procedures and policies must be on file before the Intern begins the program.
5. The Employer will offer oral and/or written correction, advice and instruction to the Intern if disciplinary measures are needed. The Employer may dismiss the Intern at any time the Employer deems he/she is not complying with the agreed-upon procedures and policies. The Employer will contact the College and inform the Coordinator of actions taken regarding the Intern and reasons for those actions.
6. The Employer will insure that the Intern shall be rotated through various technical skill areas as listed in the accompanied attachment "A."
7. The Employer will complete weekly Attendance / Log Sheets (Attachment "B"), on the assigned Intern and submit the forms directly to the Internship Coordinator. These forms can be sent via fax or scanned and emailed to the Internship Coordinator. Intern is not allowed to transport information from the Employer to the Intern Coordinator.

**D. Nature of Relationship Between the Parties**

The College and the Employer agree that the Employer is providing Internship Training and the Employer is under no obligation to provide employment to the Intern at the completion of the specified training. The Intern is under no obligation to accept an offer of employment upon completion of the Internship and accepts the terms of this Agreement as part of the education he/she is receiving from the College. The Intern is not, and will not be considered to be, an employee of the Employer for any purpose and will not receive any compensation from the Employer. This Agreement may be modified only by a written Agreement signed by the Employer and Campus Director.

**E. Liability of the Parties**

This Agreement is not intended to alter or reallocate any defense or to create or transfer any liability arising under the law. The College and Employer shall each bear any liability or risk of loss for claims arising from the acts or omissions of their respective employees and agents. Each party agrees that it shall be responsible for its own officers, agents and employees who are performing duties under this Agreement, and neither shall be liable or responsible for the acts or omissions of the other's officers, agents or employees. The College shall bear sole responsibility and liability for any claims by its students arising from negligence attributed to the College. The Employer will not be responsible for any personal injuries to the Intern arising from or related directly or indirectly related to this agreement except for those injuries resulting from the negligence of the Employer.

This Agreement constitutes the entire agreement between the parties hereto, and supersedes any prior agreements or understandings, whether written or oral.

IN WITNESS HEREOF, the parties have hereunto set their hands effective the

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

**COLLEGE:**

**EMPLOYER:**

JCV  
Internship Coordinator (Signature)

\_\_\_\_\_  
Employer Representative (Signature)

JAVIER ZAVALA  
Printed Name

\_\_\_\_\_  
Printed Name

(915) 760-8130  
Phone Number

\_\_\_\_\_  
Title

jzavala@westerntech.edu  
Email Address

\_\_\_\_\_  
Name of Business

MAIN  
Campus (Main or Branch)

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Address

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City, State, Zip Code

EL PASO, TX. 79927  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
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