GRINNELL COLLEGE

2013-14 CONFIRMATION OF INTERN ACCEPTANCE

INSTRUCTIONS: Please complete this form on the student intern's behalf and review the College/Agency Memo of Understanding. Timely completion of this form is vital to the student's application. Please feel free to provide additional information on a separate sheet if needed. E-mail correspondence with the student will not substitute as confirmation of acceptance from the internship site. Please return this completed and signed document to the Grinnell College student who will be serving as your upcoming intern.

STUDENT NAME _____ INTERNSHIP ORGANIZATION/AGENCY _____

INTERNSHIP SUPERVISOR NAME (include Mr./Mrs./Ms./Dr.) _____ TITLE _____

INTERNSHIP SUPERVISOR E-MAIL _____ ORGANIZATION/AGENCY WEBSITE _____

ADDRESS _____ CITY _____ STATE OR COUNTRY _____ ZIP _____

PHONE NUMBER (include area code) _____ FAX NUMBER (include area code) _____

Is the internship supervisor a Grinnell College alum? ☐ Yes ☐ No If "yes," please indicate class year: _____

Total number of weeks at internship site:_____ Start Date: _____ End Date: _____

Total number of hours per week at internship site: _____

Will the intern receive any compensation directly from your organization/agency? ☐ Yes ☐ No

If yes, please explain: _____

Please outline in detail the activities/assignments/projects the intern will be involved with at your organization for this internship:

The undersigned confirms:

1. Acceptance of the student named above as an intern with our organization/agency;
2. Understanding that *Summer* interns are required to work 8-10 consecutive weeks, 40 hours/week and *Academic Semester* interns are required to work 12 weeks, 14 hours/week (ideally **two** 7 hour days); and
3. Receipt and review of the College/Agency Memo of Understanding (see attachment).

_____

SUPERVISOR'S SIGNATURE

COLLEGE/AGENCY MEMO OF UNDERSTANDING

Please read this Memo of Understanding and complete the Confirmation of Acceptance form for the student intern.

Grinnell College Internship Program

I. Purpose. The Grinnell College Internship Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation in the Grinnell College Internship Program by sponsoring/employing students exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with interns in this work/learning endeavor.

II. Responsibilities. To help insure the interests and promote the benefits of an internship arrangement for all parties involved, the College has developed this Memorandum of Understanding to describe the mutual responsibilities between the College and your organization hereafter named as Agency.

A. Responsibilities of the College

1. Encourage the student's productive contribution to the overall mission of the Agency;
2. Certify the student's academic eligibility to participate in an internship assignment;
3. Establish guidelines and standards for the conduct of its Internship Program and to make these guidelines and standards available to the Agency;
4. Designate a faculty member, if the internship is credit-bearing, to serve as adviser to the student with responsibilities to assist in setting learning objectives, to confer with Agency personnel, to monitor the progress of the internship assignment, and to evaluate the academic performance of the student;
5. Maintain communication with the Agency and clarify Grinnell College policies and procedures;
6. Maintain the confidentiality of any information obtained about the Agency;
7. Provide general liability insurance and such professional liability insurance as may be reasonably required for each participating student and faculty member, if credit-bearing;
8. Inform students prior to the internship that the student is not entitled to unemployment compensation benefits upon completion of the internship experience;
9. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the Grinnell College and the Agency.

B. Responsibilities of the Agency

1. Encourage and support the learning aspect of the student's internship assignment;
2. Designate an employee to serve as student adviser (Internship Supervisor) with responsibilities to help orient the student to the Agency and its culture; to assist in the development of learning objectives, to confer regularly with the student and his/her faculty representative (if credit is designated), and to monitor progress of the student;
3. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging;
4. Make available equipment, supplies, and space necessary for the student to perform his/her duties;
5. Provide safe working facilities;
6. Will not displace regular workers with students secured through internship referral;
7. Notify College personnel of any changes in the student's work status, schedule, or performance;
8. Allow a College representative to conduct at least one visit to the Agency to confer with the student and his/her supervisor if deemed necessary;
9. Provide two written appraisals of the student's performance (forms to be provided by the Grinnell College Internship Program, one at the mid-term point and the other by the end of the student's internship assignment);
10. Communicate Agency policies and standards to College personnel;
11. Assume liability for work-related injuries sustained by the intern; insofar as the Agency may determine the same to be required by law in that state.

III. Terms Internship Arrangement. An internship arrangement for each student will be for one academic semester, summer session, or a period agreed upon by the Agency and Grinnell College. In the event that the Agency is dissatisfied with the performance of a student, termination of the internship arrangement may be requested by the Agency, but only after College personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the internship arrangement for any student not complying with College guidelines and procedures for the internship program, as long as Agency personnel have been notified in advance and satisfactory resolution cannot be obtained.

Any questions regarding the Internship Program, its procedures, or this memorandum should be referred to the Grinnell College Center for Careers, Life, and Service career@grinnell.edu 1127 Park Street, Grinnell, IA 50112 (641) 269-4940.