Internship Organization Registration and Release

A. Registration Information

Please print or type Date: _____

Organization:_____

Address :_____

_____

Mentor name: _____ Title:_____

Type of Organization: _____

Telephone:_____ Fax:_____ Email:_____

Description of internship responsibilities and work conditions:

_____

_____

_____

Is housing provided by the organization? (Y or N) _____

Does the organization offer a stipend? (Y or N) _____ If yes, please indicate the stipend amount_____

Is daily transportation to and from internship provided by the organization? (Y or N)_____

Are travel expenses provided by the organization? (Y or N)____ If yes, indicate amount _____

Hours/Days per week for the internship: (*Please circle*)
Hours per week: 5-10 10-15 15-20 20-25 25-30 35 or more

Days of the week: M T W Th F Sa Su

B. Responsibility of the Organization

1. Encourage and support the learning aspect of the student's internship arrangement.
2. Communicate the organization's policies and standards to the student. Review the internship guidelines and determine duties, responsibilities, schedule, and internship duration with the student to ensure that expectations are communicated clearly, and are agreeable to both parties.
3. Designate an employee of the organization to serve as the student's mentor with responsibilities to help orient the student to the organization and its culture, to assist in the development of learning objectives, to confer regularly with the student and to monitor the progress of the student.
4. Provide adequate supervision for the student and to assign duties that are career-related, progressive, and challenging.
5. Make available equipment, supplies, and space necessary for the student to perform his/her duties.
6. Provide safe working facilities.
7. Avoid displacing regular workers with the internship student.

8. Notify St. John's College Career Services Office personnel of any changes in the student's internship assignment, schedule or performance.

9. Allow College representative to conduct at least one informal telephone conference or site visit to confer with the student and his/her supervisor.

10. Complete a written evaluation of the student's performance (forms provided by the St. John's College Internship Program) at the middle and at the end of the student's internship assignment. The student will not receive his/her final stipend until the final evaluation form is received by the St. John's College Career Services Office.

11. Communicate the organization's policies and standards to St. John's College Career Services Office personnel.

12. 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.*

13. Provide or assure adequate general liability insurance coverage for the organization with respect to the internship program.*

C. General Release: *

(*This is a release. Please read carefully.*)

The organization acknowledges that St. John's College does not control the student intern or the internship experience. Accordingly, the undersigned organization shall indemnify and hold harmless St. John's College and its directors, officers, agents, and employees from any and all claims, actions, liability, and expenses (including attorney's fees) arising from the internship program; provided that this release shall not apply to any claims arising out of St. John's agreement with the intern to provide a Hodson stipend.

***Note: Insurance and indemnification requirements may be waived by St. John's College in its sole discretion upon receiving satisfactory proof of the applicable governmental immunity for qualified institutions.**

I have read the responsibilities associated with this internship and approve the appointment of this intern to a position under my supervision.

ORGANIZATION: _____

NAME: _____
(please print)

SIGNATURE:_____ **DATE:**_____

TITLE: _____

Please sign above and return this contract to:

Career Services Office
St. John's College
PO Box 2800
Annapolis, MD 21404

Or fax: 410-626-2885

Please note that the student will not receive the stipend/grant for this internship until the signed contract is returned.