

Internship Agreement

Introduction

The internship is a supplemental course component in which the student applies the concepts and competencies learned while in school in a real-life environment, under the supervision of an industry professional. NMTech Faculty will assist the student(s) to secure an internship site, and will also facilitate the process by providing the student(s) with information, advice, and classroom instruction.

Section I: Internship Terms and Conditions

1. NMTech Faculty agrees to:
 - a. Advise and supervise the student(s) before and during the internship.
 - b. Monitor the progress of the student via reports and/or contacting the site supervisor.
 - c. Grant the student a Certificate of Completion upon successful completion of the program.
 - d. Be an equal opportunity employer and comply with Fair Labor Standards Act (FLSA) labor laws.
2. The Internship Site agrees to:
 - a. Provide a challenging and rewarding environment allowing the student to demonstrate their skills.
 - b. Provide guidance and direction to the student.
 - c. Work with the student to develop an internship work schedule that includes rotational and progressive tasks.
 - d. Sign the student's timesheet verifying hours worked.
 - e. Complete evaluations and review them with students.
 - f. Provide student internship hours totaling to a minimum of _____ hours in _____.
 - g. Contact NMTech Faculty immediately if the student is absent for more than two (2) days, or if terminated.
 - h. Be an equal opportunity employer and comply with Fair Labor Standards Act (FLSA) labor laws.
3. The student agrees to:
 - a. Complete the required number of hours as outlined in the class syllabus, within seven (7) months from end of the course date.
 - b. Follow all the policies, rules, and regulations established by the internship site.
 - c. Recognize that the internship does not constitute an employment relationship and the internship site is not obligated to hire the student upon completion of the internship.
 - d. Be responsible for the timely submissions of the timesheets and evaluations.
 - e. Contact NMTech Faculty to ensure all documentation has been received during and upon completion of the internship.

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Section II: Student Information

Student Name	
Program	
Address	
Contact Number	
Email	
Emergency Contact	
Contact Number	
Relation	

Section III: Internship Site Information

Business Name	
Contact Number	
Name of Supervisor	
Title of Supervisor	
Contact Number for Supervisor	
Email	

Attachments:

Section IV: Authorized Signatures

- a. Internship Supervisor: I hereby verify that I have accepted the student below as an internship in my establishment. I am aware of my responsibilities as the designated supervisor of this student during the internship, including, verifying attendance, reporting, and evaluation. If I am unable to verify, I authorize _____ to sign on my behalf.

Supervisor: _____
Print/Sign

Date: _____

- b. Student Intern: I have been provided the guidance outlining the requirements for the internship and/or course. I understand that this agreement confirms my internship course location, and if for any reason I leave this site, it is my responsibility to notify my current assigned internship supervisor(s) and to secure my next internship, if necessary. My failure to provide timely notification and reports will inhibit my ability to pass this course. Any changes must be submitted in writing to NMTECH. Furthermore, I understand that extensions to my internship beyond the original end date are subject to approval based on specific circumstances.

Student: _____
Print/Sign

Date: _____

Start Date: _____

Position: _____