



**GCC'S Internship Program
Internship Agreement**

Student Name:

Student ID:

The Internship Program is an instructional program that correlates formal classroom with regularly scheduled on-the-job learning experiences. Internships assist students to develop and refine competencies in their field of interest while preparing for entry-level employment or advanced training in their chosen field.

This Internship Agreement is made and entered into by and between GLENDALE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as District, and _____.
(Company Name)

TERMS OF AGREEMENT

This agreement shall be in effect from ____/____/20__ and continue until terminated by either party with or without cause by giving notice to the other party of such action prior to the effective date of termination. Should this Memorandum of Understanding require modification, it may be amended by mutual agreement of the parties and shall be in writing in the form of an addendum.

PURPOSE

The purpose of this agreement is to assist the students of the District in their academic achievement and preparation for the workforce while simultaneously providing _____(Company Name) with qualified interns wishing to participate in career activities related to their field of study. The students will receive academic credit for this experience.

SERVICES

District will provide:

- Faculty Advisor
- Education in related field
- Keep all required accountability and audit records
- Resume preparation

Company will provide:

- Internship experience and training
- Mentoring and supervision
- Signed time sheets
- Performance Evaluation
- Learning objective approval

INSURANCE

Both parties agree to carry all necessary insurance. Students enrolled in classes at Glendale Community College are covered by the Student Accident Insurance while participating in scheduled class activities. This insurance is secondary to the student's primary insurance. Therefore, students must follow all rules and regulations set forth by his or her primary health insurance, the Student Accident Insurance will cover all reasonable costs for students participating in scheduled class activities.

INDEMNITY

The parties agree to save and hold each other harmless from any liability incurred by reason of damage to property or injury to persons arising out of the performance of the services authorized in this Agreement.

IN WITNESS THEREOF, this document complies with the Glendale Community College District Board policies and administrative regulations. The parties hereto are duly authorized to execute this Agreement.

This agreement entered into this _____ day of _____, 20_____.

Signatures

Student/Employee:

GCC District:

Company Management:
