



Junior Internship Program 2011-12 Partnership Agreement

ACCE's internship program is designed to teach students about different career options and to foster skills they will need in the workplace. This partnership agreement is the first step to a successful internship experience!

Please note that we cannot guarantee an intern to every site due to annual differences in student skills, abilities, and interests.

As a site supervisor, I agree to:

- Attend (or send a representative to attend) the Internship Meet and Greet reception on Thursday, September 29, where I may conduct interviews with prospective interns; or if I am unable to attend the reception, arrange an alternative interview time before October 5;
- Following interviews, notify Dr. Gamber with intern selections no later than Thursday, October 6;
- Provide on-site supervision on Internship Thursdays from October 27, 2011 through March 29, 2012 or designate a proxy;
- Verify student attendance and notify Dr. Gamber when a student is absent without notice, or if there is any other situation requiring attention;
- Complete an evaluation survey every 4 weeks during the internship to assess student skill development; and
- Work with my intern to develop a Position Description that reflects what the intern will be doing.

ACCE agrees to:

- Work with the student and school personnel to monitor the student's learning progress;
- Conduct biweekly visits to the internship site to review the quality of the internship and the intern's development in the program, and to suggest any helpful improvements. Site visits will be conducted by ACCE faculty or staff members;
- Work with the student and site supervisor to develop a Position Description that reflects what the intern will be doing;
- Be available as a resource for students and site supervisors to provide support and troubleshoot challenges;
- Highlight the successes of the internship program; and
- Work with students to enforce their Internship Contract with ACCE (see attachment).

Site Supervisor

Date

Internship Coordinator

Date