

**INTERNSHIP AGREEMENT
BETWEEN**

**NORTHLAND COMMUNITY & TECHNICAL COLLEGE
AND**

COMPANY NAME

This agreement is entered into between the Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Northland Community & Technical College, (hereinafter "the College") and

COMPANY NAME & ADDRESS (hereinafter "the Company").

The purpose of this agreement is to establish the roles and responsibilities of NORTHLAND COMMUNITY & TECHNICAL COLLEGE and COMPANY NAME as they apply to industry-based training.

The purpose of the industry-based training is to prepare students for employment. The company should have suitable facilities for the educational needs of the student.

I. COLLEGE RESPONSIBILITIES

A. The College is responsible for offering the following program:

PROGRAM NAME and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

B. The College faculty will be available to assist the student during the industry-based training.

C. The College faculty, along with the Company, will be responsible for planning, directing and evaluating the student's learning experience.

D. The College will provide the Company with objectives for the industry-based training. Implementation of those objectives will be accomplished in cooperation with the Company's designated representative.

E. The College will provide the Company with the name, dates, hours, and number of credits the student will work in the industry-based training.

F. The College prohibits discrimination and ensures equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations.

II. COMPANY RESPONSIBILITIES

A. The Company will allow a reasonable amount of Company staff time for orientation and joint conferences with College faculty, for implementation for the industry-based training and for such other assistance as shall be mutually agreeable.

B. The Company recognizes and supports the College as an equal opportunity educator and employer.

III. MUTUAL RESPONSIBILITIES

A. Personnel of the College and the Company are responsible for communicating information regarding the industry-based training. The communication may include, but not be limited to:

1. Communication regarding the purpose and expectations of the internship.
2. Communication to keep both parties and the parties' personnel informed of changes.
3. Seek immediate solutions to any problems which may arise in the industry-based training during the course of the internship.
4. Facilitate evaluation procedures for the benefit of all.

IV. LIABILITY

Each party in the agreement will be responsible for its own acts.

V. TERM OF AGREEMENT

This Agreement is effective on or until fully executed, whichever occurs later, and shall remain in effect until . The Agreement may be terminated by either party at any time upon one year written notice to the other party.

VI. FINANCIAL CONSIDERATIONS

- A. The College and the Company shall each be responsible for their own costs associated with this Agreement.
- B. It is the Company's decision whether or not to reimburse the student for any services rendered.

VII. STATE AUDIT

The books, records, documents, and accounting procedures and practices relevant to this Agreement shall be subject to examination by the Legislative Auditor.

VIII. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Company agrees that in fulfilling the duties of the Agreement, the Company is responsible for acknowledging their responsibilities with the Americans with Disabilities Act. The College is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

IX. MINNESOTA DATA PRACTICES ACT

The College and the Company agree to comply with the terms of the Minnesota Data Practices Act, which protects the privacy of the students' educational records.

COMPANY APPROVAL:

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|------|-------|------|
| Name | Title | Date |
|------|-------|------|

COLLEGE FACULTY APPROVAL:

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|------|-------|------|
| Name | Title | Date |
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COLLEGE ADMINISTRATION APPROVAL:

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| Name | Title | Date |
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