



STUDENT SUCCESS CENTER
OFFICE OF ADVISING AND CAREER DEVELOPMENT
WESTMINSTER COLLEGE

WESTMINSTER COLLEGE INTERNSHIP PROGRAM INDUSTRY PARTNER & COLLEGE AGREEMENT

Purpose: The Westminster College (WC) Internship Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation in the WC Internship Program by sponsoring/employing students exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with you in this work/learning endeavor.

Responsibilities: To help ensure the interests and promote the benefits of an internship arrangement for all parties involved, Westminster College has developed this memorandum of understanding to describe the mutual responsibilities between Westminster College and your organization.

Responsibilities of the College

1. Encourage the student's productive contribution to the overall mission of the agency.
2. Certify the student's academic eligibility to participate in an internship assignment.
3. Establish guidelines and standards for the conduct of its internship program and share these with the agency.
4. A faculty member will serve as Course Instructor to the student with responsibilities to assist in developing learning goals, to monitor the progress of the intern and to evaluate the academic performance of the student.
5. Maintain communication with the Industry Partner and to clarify the policies and procedures of the internship program.
6. Provide medical insurance as may be reasonably required for each participating student, faculty and staff.

Responsibilities of the Industry Partner

1. Encourage and support the learning aspect of the student's internship assignment.
2. Designate one employee to serve as a Site Supervisor for the intern. Responsibilities include orientation of the student to the organization and its culture, mentoring the student throughout the experience and supporting the completion of learning goals, meeting regularly with the student and monitoring his/her progress.
3. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging.
4. Make available equipment, supplies and space necessary for the student to perform his/her duties.
5. Provide safe working facilities and environment, placing no student in any form of physical danger.
6. Will not displace regular workers with students secured through internship referral.
7. Notify Employer Connections Coordinator of any changes in the student's work status or performance.
8. Allow College staff and/or faculty representative(s) to conduct at least one visit to the work site to confer with the student and his/her supervisor.
9. Provide two evaluations of the student's performance (forms will be provided by Westminster College at mid-term and at the end of the internship experience).
10. Communicate organization policies and standards regarding interns to the WC Internship Program.

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11. Assume liability for work-related injuries sustained by the intern, insofar as is required by law in that state.

Terms of the Internship Arrangement: An internship arrangement for each student will be one academic semester, summer session, or a period agreed upon by the Industry Partner and Westminster College. In the event that the organization is dissatisfied with the performance of a student, termination of the internship arrangement can be requested by the Site Supervisor, but only after the Employer Connections Coordinator has been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the internship arrangement for any student not complying with College guidelines and procedures for the internship program, as long as Industry Partner personnel have been notified in advance and satisfactory resolution cannot be obtained.