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STUDENT INTERNSHIPS – STEPS TO SUCCESS

Provided by The AED Foundation

1. Technical school establishes internship program structure and school requirements for student participation in the internship program. This includes any academic credit the student will receive for participating in the internship program.
2. A list of internship performance objectives for participating students to complete is developed, as well as a list of internship accountabilities expected of the student. This is a joint development effort of the technical school and participating dealer(s).
3. A process is established for students at technical schools to express interest in participating in an internship, including a comprehensive application.
4. Student fulfills any school requirements for participation in the internship program.
5. Representatives from the school interview and evaluate the student applicant and make a favorable or unfavorable decision as to the disposition of the application.
6. Given a favorable result from evaluation of the student application, representatives from the school and the participating dealer meet with and interview the student for the potential internship; and review general internship policy and agreement terms and conditions with the student. The list of internship performance objectives and student accountabilities is also reviewed with the student.
7. Upon continued expressed interest by the student, and a positive evaluation of the student by both school and dealer, student completes any pre-internship requirements per the established human resource policies of the dealership which may include such things as: a physical examination, drug tests, human resources paperwork, background checks, references, and other requirements established solely at the discretion of the dealership.
8. At the discretion of the participating dealer, the student is offered the internship, subject to the terms and conditions of the proposed internship agreement, via letter with the fully completed agreement attached.
9. All internship agreement details and other expectations are reviewed with the student by the dealer and school, including: internship dates, pay, benefits, etc.
10. A Dealer Internship Supervisor / mentor at the participating dealer is assigned to the student intern; to advise and counsel the student through the internship work activities... and perhaps beyond the internship. The student should be accountable to this person throughout the internship. (Technical school may want to consider mentor training.)
11. The internship agreement is executed by all involved parties.
12. The internship commences on the planned date.

STUDENT TECHNICIAN INTERNSHIP AGREEMENT

Provided by The AED Foundation

Internship programs in heavy equipment technology provide the Student Intern with technical learning that is obtainable only from actual on-the-job work experiences. Here, students can learn more about the latest technology and work processes with a hands-on approach. An internship program is a partnership of the Student Intern, the Technical School and the participating Dealer Employer. That collaboration is essential to accomplishing the goals of the internship stakeholders and making the internship a success. Each party has an important function to fulfill, and the collective efforts must be carefully coordinated. This Agreement is provided to help all parties understand their responsibilities in this arrangement.

THIS STUDENT TECHNICIAN INTERNSHIP AGREEMENT (herein "Agreement") is made (Month,Day)_____, 20____, by and between:

(DEALER EMPLOYER NAME herein "Dealer Employer")

_____ located at (Address) _____
(City) _____ (State) _____, (Zip) _____
appearing by and through its duly authorized representative,

AND

(STUDENT INTERN NAME – FIRST, MIDDLE, LAST – herein "Student Intern")

_____ residing at the following address:
(Address) _____
(City) _____ (State) _____, (Zip) _____,

AND

(TECHNICAL SCHOOL NAME herein "Technical School")

_____ located at (Address) _____
(City) _____ (State) _____, (Zip) _____
appearing by and through its duly authorized representative.

RECITALS

WHEREAS, the purpose of this internship program is to enable the Student Intern to receive work experience in construction/heavy equipment technology and/or related areas; develop a high level of competency in diagnosing, servicing, maintaining construction/heavy equipment; and pursue a career as a construction/heavy equipment technician.

WHEREAS, in order to facilitate the Student Intern's participation in the above stated areas, the Dealer Employer desires to offer the Student Intern an internship.

WHEREAS, the Student Intern desires to participate in said internship program with the Dealer Employer as a part of his/her academic program.

WHEREAS, the Technical School desires to support and facilitate the Student Intern's participation in this internship.

WHEREAS, the Student Intern, the Dealer Employer and the Technical School agree to comply with the terms and conditions as set forth in this Agreement.

WITNESSETH:

NOW, THEREFORE, in consideration of these promises and the parties' material covenants, representations, and warranties made herein, the Student Intern, the Dealer Employer and the Technical School agree to the **following terms and conditions**:

General:

- The internship will commence on **(Month)**_____ **(Day)**_____ **(Year)**_____ and will conclude on **(Month)**_____ **(Day)**_____ **(Year)**_____ .

- The internship location will be:

Dealer Name: _____

Dealer Location: _____

- Student Intern goals, objectives and accountabilities, including any related deadlines, will be established and agreed upon by the Technical School and Dealer Employer. The Student Intern will receive a copy of this document as part of this Agreement.

Date Document Provided: _____

- The Student Intern will be compensated for work performed at an hourly rate of \$_____ . _____ ; overtime pay will be at the rate of \$_____ . _____ per hour.
- In the event of an on-the-job related injury or illness, the Student Intern shall be entitled to benefits under the Workman's Compensation Insurance Contract in-force for the Dealer Employer. The employee is responsible for reporting any on-the-job related injury or illness to his/her supervisor as soon as possible after the occurrence.
- The Dealer Employer will provide the Student Intern with comprehensive information about any fringe benefits the Student Intern is entitled to while working for the Dealer Employer, including but not limited to: insurance coverage(s), holidays, and sick time.

- The Dealer Employer shall withhold from any amounts payable as compensation all federal, state, municipal or other taxes as are required by any law, regulation, or ruling. The Student Intern shall be responsible for properly reporting monies received from the Dealer Employer as income under applicable federal, state and municipal tax law.
- The Dealer Employer will schedule work for the Student Intern for a minimum of _____ hours per week.
- The Dealer Employer and Student Intern may expect overtime in the range of _____ to _____ hours per week.
- The work experience required to receive academic credit for this internship is _____ total hours of work within the above-specified internship time period.
- Upon successful completion of this internship, the Student Intern will receive _____ academic **credits or hours (circle)** toward the degree requirements of the academic program they are enrolled in at the Technical School.
- All parties will make every effort to arrange a work schedule that is acceptable to the Student Intern, the Dealer Employer, and the Technical School.
- All parties will make every effort to provide the opportunities and resources needed for the Student Intern to complete any related assignments specified by the Technical School. Such assignments will be mutually agreed on by the Dealer Employer and the Technical School.
- Any modification of this Agreement requires written consent of all parties to the Agreement.
- Any party to this Agreement may terminate the Agreement, for any or no reason, with or without cause, upon _____ weeks written notice to the other parties to the Agreement. Should the Dealer Employer determine that the Student Intern's work and progress are unsatisfactory, and has made a reasonable effort to address and correct the problem in consultation with the Student Intern, the Student Intern can be removed from this internship by either the Dealer Employer or the Technical School at their sole discretion. Upon such removal, all provisions of this Agreement will be deemed extinguished immediately by all parties to the Agreement.
- This internship shall not be construed as an offer of employment to the Student Intern upon conclusion of the internship as specified in this Agreement. Any compensation or benefits provided to the Student Intern under this Agreement will terminate effective immediately upon conclusion of the internship.

Dealer Employer:

- The main function of the internship is to provide students with learning opportunities that provide them with experience on the latest technology and up-to-date work

processes. This includes tasks relating to the troubleshooting, diagnosing and repairing of equipment used in the heavy equipment industry. The Dealer Employer and Dealer Internship Supervisor agree to provide these types of work experiences for the Student Intern to the best of their ability.

- The Dealer Employer will provide the Student Intern and the Technical School with weekly Student Intern performance evaluations as well as a comprehensive summary performance evaluation at the end of the internship time period. The performance evaluations will be based on the requirements of the Technical School internship program, and the stated goals and performance objectives.
- The Dealer Employer will designate a qualified Employee to function as Internship Supervisor. In this role, that person will be responsible for direct supervision of the Student Intern, completing / reviewing any required activity reports, filling out all required student performance evaluations and other required functions. Where required, this person will also function as liaison with the participating Technical School on all matters with regard to this internship. This includes notifying the Technical School of any unsatisfactory performance by the Student Intern.

Dealer Internship Supervisor:

Name: _____

Title: _____

Contact Information: _____

- The Dealer Employer will provide the Student Intern and the Technical School with a work schedule covering the duration of the internship, and will obtain agreement on the work schedule from the Student Intern and the Technical School.

Date Work Schedule Provided: _____

Student Intern:

- The Student understands that academic credit for this internship is contingent upon successfully completing the goals and performance objectives as specified by the Technical School and Dealer Employer.
- The Student Intern must have and maintain a _____ GPA in technical and technical support courses.
- The Student Intern must have and maintain a _____ GPA in overall coursework.
- The Student Intern shall abide by all policies, rules, regulations and personnel requirements of the Dealer Employer.

- The Student Intern shall abide by all policies, rules, regulations and personnel requirements of the Technical School.
- The Student Intern must be properly registered with the Technical School that is party to this Agreement and pay the scheduled rate of tuition prior to being assigned an internship site.
- Room, board, personal and all other travel expenses related to this internship are the Student Intern's responsibility.
- The Student Intern shall indemnify and hold the Dealer Employer and Technical School harmless from and against any and all liability and expense of any kind, including legal costs and reasonable attorney's fees, arising from the Student Intern's misconduct, negligence, or fault.
- The Student Intern shall indemnify and hold the Dealer Employer and Technical School harmless from and against any and all liability and expense of any kind, including legal costs and reasonable attorney's fees, arising from the Student Intern's participation in the internship program specified herein.

Technical School:

- The Technical School will approve / disapprove the Dealer Employer as an internship site, based on the Technical School's own stated requirements for such sites.
- The Technical School will designate a qualified Instructor to function as liaison with the Student Intern and Dealer Employer on all matters with regard to this internship. In this role, that person will be responsible for supervising the internship program, completing / reviewing any required activity reports, filling out any required student evaluations and other required functions

Technical School Liaison:

Name: _____

Title: _____

Contact Information: _____

- The Technical School Liaison has the responsibility, with the Dealer Employer, of ensuring that the internship is productive and successful for the Student Intern. The Liaison will make visits to the Dealer Employer as deemed necessary for a successful internship program.
- The Technical School Liaison will be responsible for grading internship work and providing a final grade as per the policies and grading criteria of the Technical School.

- The Technical School shall indemnify and hold the Dealer Employer harmless from and against any and all liability and expense of any kind, including legal costs and reasonable attorney's fees, arising from the Student Intern's participation in the internship program specified herein.

IN WITNESS WHEREOF, the parties shown below have executed this Agreement to be effective as per the provisions of the Agreement. All parties to this Agreement certify with their signatures that they have read, understand, and agree to abide by the terms and conditions of this Agreement; and are authorized to sign this Agreement, where applicable, on behalf of their Dealer Employer or Technical School.

STUDENT INTERN:

Print Name: _____

Signature: _____ Date: _____

DEALER EMPLOYER:

Dealer Name: _____

Dealer Internship Location: _____

Print Name: _____

Title: _____

Signature: _____ Date: _____

TECHNICAL SCHOOL:

Technical School Name: _____

Technical School Location: _____

Print Name: _____

Title: _____

Signature: _____ Date: _____

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