Western Nebraska Community College
Internship Program
Training Agreement

______________________________ (Student) will work approximately _________ hours per week
beginning on or about ___________________ and ending on or about ___________________.

Starting wage (if applicable) for this position will be _____________________ and will be paid
__________________.

Number of credits to be granted for successful completion of this internship experience will be
____________.

EMPLOYER
The employer agrees to employ the student under the same conditions and roles that govern other
employees regardless of age and sex, race, national origin or disability and to provide appropriate
supervision and varied work experiences as agreed upon in the Learning objectives. The employer
agrees to aid in the evaluation of the student. The employer is in no way obligated to continue the
student’s employment or give preferential treatment because of this agreement.

______________________________  ________________________
(Name and address of employer/ intern site)  (phone)

______________________________  ________________________
(Signature of supervisor)  (date)

STUDENT
The student agrees to perform diligently the work assigned by the employer according to the same
company policies and regulations as apply to regular employees. The student is responsible for turning
in all assignments at the required times, for attending consultations with the Faculty Coordinator and
the Dean of Students and Internships when requested, and for allowing an evaluation of his/her job
performance. The student will keep her/his employers, the Faculty Coordinator and Director of Career
Assistance and Internships informed on matters affecting her/his education and Internship Program.

______________________________  ________________________
(Name and address of student)  (phone)

______________________________  ________________________
(Signature of student)  (date)

______________________________  ________________________
(Signature of Faculty Coordinator)  (date)

______________________________  ________________________
(Signature of Dean of Students)  (date)