

State College of Florida, Manatee-Sarasota Internship Contract and Employer Indemnity Agreement

An internship is a short term, learning experience designed to provide exposure, training and hands-on work experience within a field related to the programs offered at SCF.

- ✓ The Employer will contact the candidates to arrange an interview. The Employer is under no obligation to accept the candidates for the internship or to hire the intern upon completion of the internship. The Employer will notify those candidates not selected for the internship.
- ✓ The Employer and the intern will determine the length of the internship. The number of hours per day and days per week will be agreed upon in advance to insure adequate hours are provided for the student to receive credits. Total number of internship hours are to be determined by specific academic program.
- ✓ The Employer will provide access to the workplace in order for the program manager/faculty advisor to conduct an on-site evaluation of the intern. The Employer will supervise the intern designating a supervisor experienced in the field related to the internship.
- ✓ The Employer will provide assignments compatible with the field and assist the student in developing learning outcomes to be outlined in the Student Learning Plan. The Employer verifies the Intern's work hours and completes performance evaluations. User-friendly forms will be provided. The Employer will contact the Program Manager/Faculty Advisor or the Career Resource Center Advisor should problems arise.
- ✓ Monetary compensation is recommended. Interns are skilled, valuable assets to your company. Unpaid internships can be filled where the experience is primarily one of instruction. Most students are working their way through college limiting the number of hours available to work. Unpaid internships are less likely to be filled if comparable paid positions are offered.
- ✓ The Employer will provide safety instructions for the intern at the start of the internship. State College of Florida does not provide coverage for injury to the Intern arising from the internship. If applicable, the Employer will provide workers compensation insurance as per Florida Statutes Chapter 440.
- ✓ Employer will carry General Liability Insurance to cover its obligations with minimum limits of \$500,000 per occurrence, \$500,000 general aggregate including coverage for personal injury and advertising injury.
- ✓ All Certificates of Insurance **MUST** be sent directly by the insurer or by its authorized agent to State College of Florida; Career Resource Center (contact information below).
- ✓ The Employer shall adhere to all applicable state and federal rules, regulations, and laws including but not limited to child labor laws, Fair Labor Standards Act, Florida Civil Rights Act, Internal Revenue Code, Americans with Disabilities Act, Civil Rights Act of 1964, Age Discrimination in Employment Act, and other laws governing wages, hours of work, and discrimination in the workplace.

EMPLOYER

DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA

Name of Business

Name of Business Representative (print)

Business Representative Signature

Date: _____

BY: _____

Date: _____

For questions please contact:

SCF Bradenton

Melissa Perez, Career Resource Center Advisor
Phone: 941-752-5259
E-mail: perezm@scf.edu

SCF Venice

Michele Groves, Career Resource Center Advisor
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