

Experiential Learning Program Agreement

Internships are a vital component of career development. The Office of Career Development of Chattahoochee Technical College seeks to educate the students by providing experiential learning opportunities that complement the field of academic study. The Internship Supervisor seeks to help train career competent future employees. Both Chattahoochee Technical College and Host Organization desire to develop productive and proven professionals by assisting with the intern's growth and development.

Please Note: Students may be eligible to receive academic credit for the internship in the Targeted Academic Credit-Bearing Programs listed below:

- Accounting
- Automotive Collision Repair
- Automotive Technology
- CNC Technology
- CIST – Programming
- CIST – Web Applications
- Design and Media Production Technology
- Drafting Technology
- Electrical and Computer Engineering
- Environmental Science Technology
- Horticulture
- Interiors
- Industrial Maintenance
- Welding and Joining Technology

In consideration of the mutual terms and conditions, Chattahoochee Technical College and the Host Organization agree as follows:

Host Organization may provide non-academic or academic credit-bearing practical work experience, which is documented and approved by the college prior to a stated start date, through which intern(s) may apply their classroom theory.

Chattahoochee Tech College's student accident insurance covers the student for any accidental injuries that occur during normal business activities or during any school-sponsored and supervised activity for academic credit-bearing internships.

Please note: Student accident insurance **does not** cover non-academic credit-bearing internships.

1. The Host Organization will provide all the necessary equipment, materials, and facilities to provide the work experience for the intern(s). The work experience must provide:
 - adequate training and supervision to ensure that the experience allows the student to achieve learning outcomes
 - a safe and productive working environment that will help foster professionalism and ethical business conduct
 - internship for an adequate number of hours and during an adequate time period to allow student interns to obtain academic credit for the work experience
2. The Host Organization will designate a staff person (Internship Supervisor) to supervise, mentor, and provide feedback to the intern and serve as a liaison to the college. The Internship Supervisor completes a mid-semester and final evaluation provided by the college upon the conclusion of the student's internship experience to assist the college in assessing the intern's professional growth, development, and the experiential learning program.

3. The Host Organization will allow CTC Office of Career Development staff or Internship Faculty to make at least one on-site visit per academic semester during normal working hours if requested.
4. The Host Organization will have access to opportunities to promote internships and recruit students for these opportunities.
5. The Host Organization or Chattahoochee Technical College may terminate an internship for cause, for such reasons as unsatisfactory performance or excessive absenteeism. In addition, either the college or the Host Organization can terminate this Agreement because of the other party's violation of this Agreement.
6. Chattahoochee Technical College and the Host Organization agree that neither will discriminate on the basis of age, sex, religious belief, race, color, national origin, physical handicap, marital status, sexual orientation or gender identity.