Bryant & Stratton College

Cooperating Internship Site Agreement

This agreement to establish a cooperating internship facility is made on this __________day of ________________, 20___, between Bryant & Stratton College – ____________ Campus and ___________________________________, located at ____________________________________________________________.

Telephone: _______________ Fax: _______________ E-mail ______________________

Bryant & Stratton College agrees:

1. To encourage students to arrange an introductory interview with their potential internship site.

2. To provide the cooperating site with information regarding proficiency and a summary of each student’s curriculum when requested.

3. To provide the cooperating site with evaluation forms (Student Internship Evaluation) to be completed by the supervisor or his/her designee.

4. To provide the student interns with all basic program instruction except that required in the student’s final term, prior to the beginning of the internship experience. The instruction will follow the subject descriptions and curriculum as published in the latest Bryant & Stratton College catalog.

5. To contact and visit the site during the Internship period for the purposes of providing information, feedback and coordination assistance.

Cooperating Internship Facility agrees:

1. To consider and select students for the internship without discrimination on the basis of race, color, national origin, creed, sex, age, disability, marital status, sexual orientation or any other characteristic that is protected by state or federal law.

2. To recognize the Internship student as a participant in an educational program and to cooperate in providing teaching situations for the intern that will contribute to the student’s development, as associated with the student’s major program outcomes (See Attachment A: Student Program Outcomes).

3. To provide the student at all times with the supervision of an office manager, supervisor, and/or qualified work site designee during training at the work site.
4. To verify hours and dates worked by the student through review and signature on the Internship Timesheet. Students will submit the signed timesheets to their Internship instructor. The student is required to complete a minimum of 90 hours for non-medical and 160 hours for Allied Health.

5. To provide the student with sufficient orientation to the equipment at the work site to safeguard and help the student in gaining skills and confidence. Assignments may vary with the ability of the student, the availability of equipment and condition of the plant or work site.

6. To report immediately to the Practicum Coordinator any unsatisfactory progress of the student Intern(s) for whatever reason.

7. To evaluate the student’s performance twice during the semester by completion of the Bryant & Stratton College Student Internship Evaluation (See Attachment B: Student Internship Evaluation) at least once. The reports are to be discussed with the Practicum Coordinator and with the student directly.

8. To report promptly to the college any continual truancies and failures to report for work. The College requires that students make up all work missed.

9. Compensating student interns is determined by the site. Students in the Medical Assisting program may not receive compensation of any kind due to accrediting restrictions.

10. To release student interns to attend any required Internship seminars upon written request from the college.

11. To provide the student with emergency medical care and to notify the college’s Internship Coordinator immediately in the event of serious illness or accident to the student. Cost of medical and/or hospital care shall be the responsibility of the student.

Cooperating Internship Facility and Bryant & Stratton College mutually agree:

1. The student shall be subject to the rules and regulations of the assigned work site.

2. The Intern(s) is/are expected to be honest, punctual, cooperative, and willing to learn. Intern(s) is/are expected to report to the internship site supervisor and internship instructor if they will be tardy or absent.

3. The Cooperating Internship facility has the right to discontinue the internship of any student for any reason. The Cooperating Internship facility agrees to notify the College’s Practicum Coordinator immediately of such occurrences.
4. The college carries general liability insurance. The professional liability insurance or volunteer insurance coverage of the Cooperating Internship facility is applicable to students performing their internship at the facility.

5. The College’s Director, who may designate the Academic Dean, Academic Program Coordinator or Internship Coordinator to act on his/her behalf, shall represent Bryant & Stratton. The Owner or Department Manager, who may designate an assigned supervisor to act on his/her behalf, shall represent the Cooperating Internship facility.

6. Either of the parties to this agreement may terminate this agreement upon reasonable written notice. Such action, however, shall not affect students already enrolled at the facility unless mutually agreed upon.

7. Any changes to this agreement shall be made by mutual consent of both parties and shall be in writing and attached to this agreement as an addendum.

8. This agreement shall remain enforceable throughout any negotiation process necessitated by a desire on the part of either party to institute a change to the agreement.

FOR BRYANT & STRATTON COLLEGE

FOR Cooperating Internship Facility

Practicum Coordinator

Owner/Department Manager

Print Name

Print name

Signature

Signature

Date

Date

FOR BRYANT & STRATTON COLLEGE

Participating Student

Print Name

Signature

Date
CONFIDENTIALITY AGREEMENT

This Agreement is made between ________________________ (“Student”) and their Internship Site, on __________________20___.

The STUDENT will perform internship services for an internship site which may require their internship site to disclose confidential and proprietary information ("Confidential Information") to a Student. (Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to Student’s services for their internship site, the business or operations of internship site, and/or the products, drawings, plans, processes, or other data of the internship site. Accordingly, to protect the Internship Site Confidential Information that will be disclosed to the STUDENT, the STUDENT agrees as follows.

A. STUDENT will hold the Confidential Information received from their internship site in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.

B. STUDENT will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by their internship site.

C. STUDENT will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for internship site.

D. STUDENT will, upon the request or upon termination of his/her relationship with their internship site, deliver to their internship site any drawings, notes, documents, equipment, and materials received from their internship site or originating from its activities for the internship site.

E. STUDENT understands HIPAA rules and agrees to comply with the HIPAA regulations and guidelines of their internship site.

F. The internship site shall have the sole right to determine the treatment of any information that is part or project specific received from the STUDENT, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as the internship site may deem appropriate.

G. The Internship Site reserves the right to take disciplinary action, up to and including termination from the internship for violations of this agreement.

The STUDENT represents and warrants that it is not under any preexisting obligations inconsistent with the provisions of this Agreement.

Signing below signifies that the STUDENT agrees to the terms and conditions of the agreement stated above.

Internship Site Supervisor

______________________________________________________________

Signature

Date: ______________________________

STUDENT

______________________________________________________________

Student Signature

Date: ______________________________
Internship Duties

Program: Medical Assisting

Specific duties/projects for intern (to be completed by site supervisor):

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Preferred set up procedure:

☑ Direct contact by intern to set up interview.
☑ Resumes prescreened and faxed through Career Services
# Internship Schedule

**Name:**

**Internship schedule:** Write in the days and hours scheduled for your internship at this facility. Total hours should exclude breaks and lunch periods.

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<thead>
<tr>
<th>Schedule</th>
<th>Reporting Time</th>
<th>Ending Time</th>
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</table>

**Student:** ______________________________  **Date:** __________________

**Career Services signature:** __________________________  **Date:** __________________

**Internship site supervisor:** __________________________  **Date:** __________________

*Any personnel authorized to sign intern’s timesheet should sign here so timesheet signature can be confirmed.*