



CREDIT INTERNSHIP PROGRAM at CCM

Please print clearly

MAJOR Landscape & Horticulture Technology PARTICIPATING SEMESTER _____

STUDENT ID _____ NAME _____

CITY _____ PHONE _____

CCM E-MAIL _____@student.ccm.edu

RELEASE:

I understand that the credit-bearing Internship program is a graded academic course, for which I agree to register and pay for tuition as I would for any other class, for the semester in which I am working. I also understand that my resume or employment qualifications may be provided to prospective employers. In addition, any information given to me by the Career Services staff about current positions should not be shared with other students or community members to ensure work-site confidentiality.

I have read, understand, and accept the above.

Student Signature Date

..... **Office Use Only**

Approved

Using Own Job (Attach Job Description) New Existing

CCM Referral Job Title: _____

Employer: _____

Address: _____

Contact/Phone/Email: _____

Credits: 3Cr 2Cr 1Cr Term: _____ Start Date: _____ Wage: _____

Notes: _____



Office of Career Services INTERNSHIP WORK AGREEMENT

STUDENT/EMPLOYEE _____ Date _____

Student ID # _____ Curriculum Landscape & Horticulture Tech Semester _____ Min hours required _____

EMPLOYER _____

Work Supervisor _____ Phone _____ Email _____

Employer Address _____

Internship Position or Title _____ Wage _____

Brief Description of Duties _____

FACULTY INTERN ADVISOR Prof. Craig Tolley Email ctolley@ccm.edu Phone 973-328-5363

TERMS AND CONDITIONS

In consideration of the mutual benefits of the Internship Program, the County College of Morris, the employer, and the student agree as follows:

- A. The EMPLOYER agrees to:
 1. accept the student and assign jobs within the guidelines of the college's policy prohibiting discrimination, which can be found at <https://www.ccm.edu/wp-content/uploads/pdf/aboutccm/policies/section2/2.2012-Policy-Prohibiting-Discrimination.pdf>;
 2. designate an individual (indicated above as the Work Supervisor) to supervise the student and to serve as liaison between the employer and College;
 3. provide the student employment for at least the number of hours and weeks indicated;
 4. cover the student/employee in its worker's compensation policy;
 5. pay a salary which is consistent with the employer's practices and policies;
 6. provide training experience for the student and assist the student in structuring and completing all learning objectives in consultation with the faculty intern advisor;
 7. notify the college immediately of any change in the student's job duties and/or work supervisor;
 8. evaluate the student at least once during the semester through communication with the faculty intern advisor.
- B. The COLLEGE agrees to:
 1. provide a faculty intern advisor to monitor the progress of the student and notify the employer of the name and office phone number of this advisor;
 2. make periodic contacts with the employer;
 3. determine grade(s) and award college credit in designated internship course for successful job performance and completion of related assignments;
 4. provide related classroom instruction in the student's degree field;
 5. notify the employer if the student withdraws from the internship course(s) and/or the college.
- C. The STUDENT/EMPLOYEE agrees to:
 1. be matriculated and enrolled in a County College of Morris degree program which offers a credit internship education course;
 2. register for the appropriate internship credit;
 3. work the minimum number of hours indicated during the semester for which internship program credit is requested; develop a well-planned series of learning objectives, in conjunction with the faculty intern advisor and the employer, commensurate with the goals of the student's instructional programs;
 4. immediately inform the Office of Career Services and faculty intern advisor of any problem or changes in job responsibilities; abide by the regulations and policies of both the Internship Program and employer;
 5. remain employed to the completion of the experience;
 6. drop all internship credits if the student leaves the position without the consent of the Office of Career Services or if the student is discharged from the job prior to completion of the required hours and/or weeks in the position.

We agree to comply with the terms and conditions of this Agreement.

For the Employer/Date

For the Student/Date

For the College/Date

Please return this Agreement to:

OFFICE OF CAREER SERVICES
Student Community Center 118
County College of Morris
214 Center Grove Road
Randolph, NJ 07869

career-services@ccm.edu
973-328-5245
www.ccm.edu/career-services