



# 2024 Summer College Internship Agreement



## Student Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

College Attending: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School: \_\_\_\_\_

Class Year: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

## Company Contact Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## SoMD 2030 Internship Director

Name: Jennifer Brown

Address: The Patuxent Partnership

22335 Exploration Dr, Suite 1035; Lexington Park MD 20650

Phone: 240-317-6018 Fax: 301-866-9002

Email: Jennifer.brown@paxpartnership.org

## Company Supervisor information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Student emergency contact information

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## Student Schedule and Host Company Information

Start Date: 06/10/24 End Date: 08/02/24 Job Title: \_\_\_\_\_

Wage/hour: \$17/hr Please indicate below tentative work schedule (days/hours)

	Monday	Tuesday	Wednesday	Thursday	Friday
On the job training					

## Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Company Supervisor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Internship Director Jennifer Brown Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SoMD 2030 Summer 2024 agreement must be submitted to The Patuxent Partnership's HR Department\* by April 12, 2024.

\*By completing the agreement in Grad Leaders portal, the above submission requirement is completed.

## COMPANY RESPONSIBILITY

- Host the student intern for eight weeks for 30 hours/week between June 10 – August 2 for all work performed within the established hours; interns should work at least TWO days in the office.
- Set clear objectives and expectations for the position.
- Assign meaningful tasks and duties that help further the organization's mission.
- Provide NDA or confidentiality agreement for student intern to sign for your HR department's files.
- If required by your organization, conduct background check and/or pre-employment drug screening prior to April 12, 2024.
- Attend required orientation session for companies hosted in-person or virtually by SoMD 2030 Director in April/May 2024.
- Schedule regular meetings between the intern and their supervisor to allow open discussion of expectations, upcoming projects and progress the intern is making. This also allows the intern to ask questions and express concerns.
- Provide adequate training and supervision in the required work processes/competencies associated with their occupation under direct supervision of qualified skilled training personnel and assigned mentor/supervisor.
- Provide the tools, materials and equipment needed for the intern(s) to be able to complete required assignments/projects.
- Provide assurance of qualified mentor with a description of the mentor's role and qualifications.
- Include the student intern in relevant meetings when possible so he/she can gain experience attending and participating in business meetings.
- Include the intern in company social events to provide networking opportunities.
- Provide the student with safety instruction in work practices, safe equipment, and healthful facilities in compliance with OSHA, Federal and State law requirements.
- Promptly contact SoMD 2030 Internship Director regarding any questions, concerns, or problems (attendance, attitude, etc.)
- Complete mid-summer and end of summer performance evaluations documenting progress of employability skills, professional and industry related competencies, as well as general feedback about the program. Please contact SoMD 2030 Internship Director regarding any questions, concerns, or problems (attendance, attitude, etc.).
- Allot time for intern(s) time to participate in professional development and networking opportunities hosted by The Patuxent Partnership during the course of the internship (six sessions on Friday mornings from 9-11am). This includes a full day of orientation and tour of NAS Pax River on Monday, June 10.
- Conduct a final meeting at the conclusion of the internship to discuss the intern's performance and accomplishments, as well as to identify strengths and opportunities for continued development.
- Conduct business in an ethical manner.
- Interns will not displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).

## STUDENT RESPONSIBILITY

- Follow all company policies and procedures and safety guidelines and professional expectations.
- Complete The Patuxent Partnership's confidentiality agreement.
- Adhere to company policies governing the observation of confidentiality and the handling of confidential information.
- Notify company supervisor/mentor and Internship Director of any absence or late arrival including request for time off according to company policy.
- Notify the Internship Director of any concerns or complaints with the assigned company placement and/or working conditions.
- Complete the minimum number of work hours at host company and related in-person professional development opportunities conducted by The Patuxent Partnership per week. (*Professional development sessions are tentatively scheduled for Fridays from 9-11am.*)
- Complete The Patuxent Partnership's timesheet requirement in Netchex system in a timely manner.
- Provide own transportation to the work site and related instruction and assume all transportation costs, including fuel & parking fees.
- Participate in progress/performance reviews scheduled with host company supervisor/mentor and Internship Director.
- Return all equipment (computers, vehicles, etc.) loaned by the company on the final day of internship. Failure to do so will result in withholding of final paycheck and potential legal action.

## INTERNSHIP DIRECTOR RESPONSIBILITY

- Monitor student progress.
- Visit workplace and maintain open communication with the host company; with contact at least twice during the summer and as needed.
- Assist students in resolving workplace problems and concerns, taking appropriate action to remedy unsatisfactory situation.
- Secure all signed agreements and documents.
- Collaborate with host company to evaluate student progress in mid-summer and at end of program.
- Ensure company provides student safety instruction for work considered hazardous.

## The parties to this agreement also agree to comply with the following assurances:

- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with SoMD 2030 Workforce Development Summer College Internship Program on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or sexual orientation.
- All parties will receive the complaint resolution procedure established by the Office of the Secretary of the Maryland Department of Labor.

***All signatures must be affixed to this agreement before student is allowed to participate in the program.***