



Business/Computer Science and Technologies

Training Agreement

Student _____ Student ID _____	
Telephone () _____ E-Mail _____	
Career Program _____	
Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20 _____	
Parkland Internship Supervisor _____	
Company _____	
Department _____	Telephone () _____
Trainer Name _____	Fax () _____
Trainer Title _____	Hours planned to work per week _____
Trainer E-mail _____	Pay Rate: _____ per hour
Address _____	
City, State, Zip _____	
Secondary Trainer _____	

Job Responsibilities/Goals:

1. _____

2. _____

3. _____

4. _____



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THE FOLLOWING GUIDELINES PERTAIN:

1. The student, Company Trainer, or Parkland Internship Supervisor may ask for termination of training. Justification of such action must be presented and agreed upon by both the Company Trainer and Parkland Internship Supervisor.
2. The supervision of the student shall conform to local, state and federal laws and regulations. The student shall have the same legal protections as other employees, such as nondiscriminatory treatment, right to sue for harassment, and eligibility for workers' compensation.
3. The student shall abide by the rules, regulations, and policies of both the training center and Parkland College during her/his period of on the job training. Differences in policies shall be resolved through conferences between the student, Company Trainer, or Parkland Internship Supervisor.
4. The student shall be provided with the appropriate number of hours needed to complete the internship requirements for their course (225 hours).
5. The Company Trainer shall discuss organizational policy with the student prior to the beginning of the internship/work experience.
6. The Company Trainer shall provide the student with hands-on experience with equipment and processes used in the company and provide work experiences along with training that benefit the student.
7. The Company Trainer shall instruct the student in proper safety procedures on the job.
8. The Company Trainer shall be available for communications with the Parkland Internship Supervisor. This includes verifying timesheets and completing student evaluations.
9. The Company Trainer shall participate in oral and written evaluations of the student.
10. Any modifications to above numbers 1-9 must be attached to this agreement and documented on Training Center letterhead by the Company Trainer.

WE AGREE TO THE TERMS DEFINED IN THIS AGREEMENT:

Student _____ Date _____

Company Trainer _____ Date _____

Parkland Internship Supervisor _____ Date _____

Parkland College ensures equal educational opportunities are offered to all students regardless of race, color, national origin, gender, disability, sexual orientation, veteran/Vietnam veteran era, age, or religion, and is Section 504/ADA compliant. For additional information, or accommodations, call 217/351-2505.

Parkland College Use Only: Enrolled Faculty Load _____ Semester _____

Approval _____ Date: _____