**INTERNSHIP**

**PROFESSIONAL AGREEMENT**

By participating in the Internship Program, I agree to abide by all college policies. I also agree to the following conditions:

* This is an internship that allows me to apply skills learned throughout my education to the work environment.
* The assigned company/organization is recognized as an extension of Northern for the duration of this course. Therefore, the instructor and/or supervisor are the accepted authorities for making adjustments in the job training and/or resolving any problems that may arise.
* I will take advantage of all training materials available at my assigned company and will attend any in-service training that is provided by the employer.
* I will accept counseling and guidance from the instructor concerning my work and any problems I encounter will be discussed with him/her as soon as possible.
* It is possible I may be dismissed from my job by my employer. This action is considered to be serious, the results of which may be dismissal from the Internship program at the discretion of the instructor.
* I will attend as required and as mutually agreed upon by myself, the instructor, and the assigned supervisor, and I will be punctual. I will notify my employer immediately on any day that it is impossible for me to report to my job.
* I will maintain a professional appearance that follows the pattern set by the assigned company and follow all company regulations including, but not limited to, smoking, food, drinks, and children on the job site.
* I will work to the best of my ability in my studies and on the job and I will carry out my training on the job in such a manner as to reflect positively upon myself, the program, and Northern Oklahoma College.
* I understand that under no circumstances may I change job training sites as a result of another job opportunity. Nor may I choose to drop the internship in favor of the completion of a course to complete my degree. The assigned training site is accepted by me in good faith with an employer/supervisor who expects completion of the assignment for college credit.
* I understand that all job-related information and records are **CONFIDENTIAL** and I will hold them in strictest confidence.
* I will be honest with the employer’s time, use of facilities, money, and records or I will be dropped from the Internship Program with loss of credit for the semester.
* I will complete all assignments for the course and follow all academic policies as stipulated in the course syllabus and the NOC student handbook. I understand that late assignments will not be accepted.

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Student’s SIGNATURE Date

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Instructor’S SIGNATURE Date

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Intern Supervisor’S SIGNATURE Date