

# Computer Information Systems Internship Program

## GUIDELINES OF UNDERSTANDING

Course No: CIS296      Date: \_\_\_\_\_      College Coordinator: \_\_\_\_\_

INSTRUCTIONS: This agreement must be completed in triplicate and signed by the student, employer and college coordinator.

\_\_\_\_\_ (“employer”) agrees to permit \_\_\_\_\_ (“student-trainee”) to work in the business for the purpose of gaining experience, knowledge, and skill in the many phases of Information Technology and particularly in the area of Computer Information Systems.

It is further agreed that the INTERNSHIP program is to continue for \_\_\_\_\_ weeks with a minimum of **225** hours of on-the-job experience plus other required and directed studies.

Insurance coverage: (See INSURANCE below) \_\_\_\_\_

Student-trainee starting wage: \_\_\_\_\_

Wages are to be paid on: \_\_\_\_\_

### **Prevailing Wage Act**

The Prevailing Wage Act requires employers to pay laborers, workers, and mechanics employed on PUBLIC WORKS projects no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of a similar character in the county where the work is performed.

In addition, employers are required to submit monthly certified payrolls to the public entity consisting of each worker’s name, address, telephone number, social security number, classification or classifications, the hourly wages paid in each pay period, and the number of hours worked each day. It is the responsibility of the contractor to notify any subcontractors that the work falls under the Prevailing Wage Act.

### **General Conditions**

- Employer shall be solely responsible for the payment of all expenses incident to hiring employees (student interns) including without limitation wages, workers compensation insurance other insurance required by law and all federal, state and employment taxes.
- All employers must follow State and Federal law, including OSHA standards.
- All employers are required to pay a wage of no less than the minimum wage. Certified payrolls must be submitted to the public entity on a monthly basis in person, by mail, or electronically.

The **student-trainee** will:

- abide by the rules, regulations and policies of both the employer and Kishwaukee College during the training period.
- be regular in attendance, punctual, dependable, and have a good work ethic.
- work for the best interest of the employer, to give him/her the fullest efforts and cooperation, and to keep matters of his/her business in strict confidence.
- notify the employer, in advance, if absence from work is necessary for any reason.
- notify the college coordinator if absence from work exceeds three (3) days, following the absence.
- accept counseling and guidance from the employer and coordinator as an aid to his/her personal improvement and knowledge.
- attend related classes or meetings called by the college as the need occurs.
- accept a failing grade for the program and loss of credit should he/she be removed from the training program due to failure to perform all duties as a student-trainee or to submit the required reports.
- have the right to request a change in training stations. The transfer may be granted only after a discussion of the problem occurs between trainee, employer and coordinator. The student-trainee will continue with the training program until a decision has been made by the coordinator. Failure to continue the training until a transfer has been cleared can result in withdrawal from the INTERNSHIP course.

The **employer** (or some person(s) designated by him/her):

- will be responsible for the on-the-job training of the student.
- understands that providing this special training and employment is done so at the risk of a certain amount of efficiency in the business.
- agrees that, to the extent that his/her ability and progress permit, the student-trainee will be given the opportunity to obtain a broad experience in the total operation and conduct of the business. The student will perform more than one operation, job, or phase of the occupation.
- will allow the student-trainee to attend a scheduled evening INTERNSHIP meeting on campus at Kishwaukee College. This may require early dismissal from the job site in some cases.
- will promptly complete all reports required of students in connection with the program.
- shall allow the college coordinator to make supervisory and instructional visits to the business during the student's hours of employment to evaluate the student's progress, discuss program problems with the student and employer, coordinate on-the-job experiences with in-school instruction, and counsel with the employer regarding his/her work with the student. Sufficient time will be allowed for a student-coordinator conference.
- reserves the right to discharge the trainee for any reason which the business organization cannot tolerate in regard to the actions of the trainee, after full consultation with the college coordinator.
- will make any complaints to the college coordinator for adjustment. The business telephone of the college coordinator is (815) 825-2086.
- will bring to the attention of the college coordinator as soon as possible any problems arising with a student employee.

### **The College Coordinator**

- will prepare a schedule of due dates for required paperwork.
- with the assistance of the employer and/or someone delegated by him/her, shall prepare a schedule of the experiences and objectives to be obtained by the student on the job. This schedule of experiences will be made a part of this program and designated as the student's training plan.
- by showing just cause, and after full consultation with the employer, may determine it best to withdraw the student from the program at any time.
- will be available to both the student and the employer to help facilitate a positive internship experience.

### **Insurance**

The EMPLOYER shall bear full responsibility to provide, purchase, and maintain insurance coverage of the following types and amounts of coverage shown below. The policies shall name the Kishwaukee College Distr. #523, its Board of Trustees, and its Employees and Agents as additional insured's.

The coverage afforded to the additional insured Coverage will be placed in companies to which the College has no reasonable objection and that have a Best Financial rating of not less than A XII.

- Commercial General Liability: \$1,000,000 per Claim/\$2,000,000 General Aggregate (CSL) Bodily Injury/Property Damage/Personal Injury. Definition of Insured to Include Volunteers. m Auto Liability: \$1,000,000 (CSL) per Accident, Bodily Injury and/or Property Damage
- Umbrella Liability: \$1,000,000 (minimum) Excess of Underlying General Liability, Auto Liability and Employers Liability
- Workers Compensation: \$500,000/\$500,000/\$500,000
- Professional Liability-\$1,000,000 per Claim/\$3,000,000 Aggregate (minimum) – to insure the professional services being provided by THE EMPLOYER (if applicable)

**INDEMNIFICATION** - The employer agrees to indemnify and hold harmless Kishwaukee College, its Board of Trustees, its Employees and Representatives, and agents against any and all claims, suits, demands, and actions including attorney's fees arising out of, or in connections with the performance of this agreement.

**WAIVER OF RIGHT OF RECOVERY** - The employer waives all rights of recovery from Kishwaukee College for any and all claims of every type and description including damage or destruction of property of the EMPLOYER in connection with the performance of this agreement.

**CERTIFICATE OF INSURANCE** - Employer shall provide Kishwaukee College a certificate of insurance as evidence of the types and amounts of coverage as required by this agreement. The certificate shall have attached endorsements stating that Volunteers are Included in the Definition of Insured. And that coverage shall not be cancelled or altered without 30 days written notice to Kishwaukee College.

The undersigned have read and understood the agreement and hereby agree to its provisions.

Student-Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Date: \_\_\_\_\_

College Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_