



MICRO INTERNSHIP PROGRAM AGREEMENT

Students enrolled in specific Northeast programs will participate in a 20-40-hour micro internship. **Twenty hours of work experience is required for one-year programs and forty hours is required for two-year programs.** This micro internship experience is designed to provide a platform for each student to develop and improve the skills and knowledge being taught at Northeast Community College in a real-world work experience. During this time, students will report directly to the approved worksite during their scheduled hours. Students can expect the opportunity to not only observe and explore, but also to participate in actual hands-on work related to their career field and Northeast training program.

The micro-internship must be completed prior to the last semester of student's degree completion. All experiences can be paid or unpaid at the discretion of the industry partner. While students will be provided with actual hands-on work related to their Northeast training program, the micro internship is not focused upon employee productivity, but rather the learning experience for the student and the exposure to the career.

The micro internship requires a partnership between the student, Northeast Community College, and the industry partner. Each partner has a distinct role and responsibilities to fulfill to ensure the experience is positive and productive for all parties involved.

GOALS OF THE MICRO INTERNSHIP PROGRAM:

- Advance students' academic, career, and personal development.
- Demonstrate to students the connection between the career and technical education program coursework, academic coursework, and workplace requirements and how those skills and knowledge are transferred to the workplace environment.
- Provide an experience for students to explore and understand workplace issues like safety policies, time management, workplace culture, teamwork, communication, and quality standards.
- Build and strengthen relationships between Northeast, local employers, and students.

GENERAL:

- Student authorizes the industry partner to release information regarding attendance to Northeast's administrative offices including the Financial Aid office, Student Accounts office, and Educational Services office.
- The terms and conditions of this training agreement shall not be changed, modified, or amended unless the change, modification, or amendment is agreed to by all parties to this training agreement and the same reduced to writing and signed and dated with the same formality as this training agreement.
- Industry partners participating in this program agree to not discriminate in employment opportunities based on race, color, national origin, ancestry, sex, gender identity/expression, disability, religion, age, sexual orientation, veteran status, creed, status regarding public assistance, or socioeconomic class in its education and employment programs or activities.
- The employment relationship is between the intern and the employer. The College does not assume any liability for injury of an intern on the work site of employer. The student shall be covered by the employer's Worker's Compensation Insurance unless the employer is exempt from the provisions of the Nebraska Workers' Compensation Act.
- Students shall be ineligible for Unemployment Insurance during or after the Micro Internship.

INDUSTRY PARTNER RESPONSIBILITY:

- Assign each student a mentor/supervisor.
- Minimum Work hours required:
 - 20 hours for one-year programs
 - 40 hours for two-year programs

- If training is required as part of the internship, training time **will not be counted** as work experience hours and the internship may exceed the minimum hours required.
- The micro internship must be completed prior to the start of the student's final semester of degree completion.
- Allow students to observe and perform actual work related to the Northeast training program, as appropriate.
- Rotate students to multiple areas/departments if possible.
- Immediately report any problem or concern to the Northeast supervising instructor.
- Perform an exit interview/review with the student upon completion of the micro internship.

STUDENT RESPONSIBILITIES:

- Work hours required:
 - 20 hours for one-year programs
 - 40 hours for two-year programs
 - If training is required as part of the internship, training time **will not be counted** as work experience hours and the internship may exceed the minimum hours required.
- Report to the worksite on time and ready to work in accordance with the organization's policies and procedures. This includes being punctual, maintaining 100% attendance and becoming familiar with and conforming to the workplace safety policies of the employer.
- Follow the direction and instruction of the supervising mentor.
- Be responsible for transportation to and from the micro internship worksite.
- Immediately report any problem or concern to the internship coordinator.
- Represent Northeast in a professional manner.
- Document their days and hours worked.
- Complete an exit interview (as requested) and submit the required summary reports and hours to the micro internship coordinator as instructed.

Student/trainee shall be employed for a minimum of 20 hours for one-year programs or 40 hours for two-year programs.

I have read and agree to the terms and conditions stated in the document for the participation of a student in a career-related work experience micro internship.

Industry Partner Company Name

Phone Number

Industry Partner Signature

Date Signed

Student Signature Name

Date Signed

Student Printed Name

Student ID #