



Non-Paid Internship Agreement-Computer Networking Academy

Form fields for Intern Name, Parent/Guardian Phone, Cell Phone, Dates of Internship, Days of Internship, Site Name, Address, City, Zip, Sponsor's Name, Job Title, E-mail Address, and Phone.

PLEASE NOTE: There may be special instructions specific to each program and instructor attached to this agreement. Please be sure to review each document that you receive.

The student Internship is located at an industry site; therefore, the student is expected to represent CVCC and his/her program by maintaining high standards of behavior and performance. No pay shall be received. The employer may use this internship as an evaluation period to make the decision to hire the intern during Early Placement / Paid Internship beginning in January.

The student shall conform to the code of conduct set forth by Cuyahoga Valley Career Center and the policies and procedures of the Internship Sponsor. CVCC and/or the Internship Sponsor may discontinue the Internship if policies of either party are not maintained by the Intern. All parties to this agreement must be made aware of the discontinuance of the Internship prior to or immediately upon discontinuance; the student Intern shall return to CVCC the next school day after discontinuance of Internship.

The parent / guardian assumes responsibility and liability for the Intern while at the Internship Site, and for all transportation of the Intern to and from the Internship Site.

Student _____ Date _____

Parent/Guardian _____ Date _____

Internship Sponsor _____ Date _____

Tim Moore, Computer Networking Academy Instructor 440-838-8861 / tmoore@cvccworks.com _____ Date _____

Job Placement Services 440-746-8260 _____ Date _____