



COUNTY OF
Riverside
HUMAN RESOURCES

County Administrative Center
4080 Lemon Street, P.O. Box 1569 • Riverside, CA 92502 • (951) 955-3500
44-199 Monroe Street, • Indio, CA 92201 • (760) 863-2670

MICHAEL T. STOCK
ASST. COUNTY EXECUTIVE OFFICER
HUMAN RESOURCES DIRECTOR

STUDENT INTERN PROGRAM AGREEMENT

I, _____, agree to abide by the following conditions:
(Print Name)

1. To conform to the regulations of the organization in which I am working with regards to dress code and conduct.
2. To maintain a cumulative GPA of 2.5 to meet the minimum County standard in accordance with the Guidelines.
3. To notify the Educational Support Program if my student status changes at any time during my internship (graduate, withdraw from school, etc.).
4. To be in regular attendance and on time for the duration of my internship.
5. To personally notify my supervisor in advance, and in accordance with department procedures, if I must be absent or late.
6. To discuss any problems or concerns that may arise regarding my internship with my direct supervisor, and the Internship Program Coordinator, if necessary.
7. To complete the required timesheets and turn them in to my supervisor at the end of each pay period.
8. Submit necessary school documentation and timesheets to the Internship Program Coordinator in accordance with the Guidelines.

I acknowledge receipt of the Professional Student Internship Program Guidelines and agree to the terms and conditions of the program.

(Intern Signature)

(Date)