

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 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 notify my supervisor in advance if I must be absent or late.
6. To notify the Internship Program Coordinator should any problems or concerns arise regarding my internship.
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 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)



Brenda Diederichs
Assistant CEO / HR Director

Michael Bowers - Assistant HR Director
Steve Espinoza - Assistant HR Director
Brande Hune - Assistant HR Director
Megan Gomez - Deputy HR Director
Mylene Daniels - Deputy HR Director

