



Bay-Arenac Career Center Work-Based Learning Department

Employer Internship Responsibilities

The internship serves as a link between classroom learning and practical application that allows students the opportunity to make decisions and learn about their field through hands-on experience. Our goal is to offer a true career-related experience to our students that will enhance their academic learning. Partner-ships with businesses such as yourself is critical in meeting that goal.

As an employer you are agreeing to help us in the following ways:

- Assist with the development, implementation and achievement of the training agreement.
- Make explicit arrangements directly with the student concerning expectations, hours, duties and overall goals.
- Provide a Site Supervisor to be responsible for orienting the student to the agency and its culture, utilizing the student to the student's fullest capacity, assigning challenging tasks whenever possible, and allowing the student to utilize professional skills and judgment in making decisions.
- Provide a safe working environment for the student to complete necessary work functions;
- Evaluate the performance of the student each marking period and meet with the student periodically regarding progress.
- Notify the Work-Based Learning Coordinator of any dissatisfaction with a student's work, personality, or other problems that may arise on the job;
- Notify the Work-Based Learning Coordinator, in advance, if termination is necessary;
- Allow a prearranged site visit with the student and Site Supervisor.
- Provide proof of Workers Compensation and General Liability Insurance