

Copper Mountain College

Internal Department Internship Agreement

Purpose:

The Internship Program provides CMC students with practical workplace learning experiences. Internal departmental internships allow students to gain professional skills and explore career interests while supporting the mission of CMC.

Internal internships typically run between 50–100 hours, mutually agreed upon by the student, department, and Career Services. Final schedules will be set in advance to balance academic and personal commitments.

Department Responsibilities:

- Provide meaningful learning experiences aligned with the student's career and academic goals.
- Designate a supervisor who will guide, mentor, and evaluate the student.
- Ensure a respectful and professional work environment, free from harassment or discrimination.
- Not use the intern as a replacement for regular staff.
- Communicate promptly with the Career Services Coordinator about any issues.

Career Services Responsibilities:

- Coordinate placement, monitor progress, and serve as a point of contact for both student and department.
- Intervene or withdraw a student placement if conduct or environment is not appropriate.

Student Responsibilities:

- Abide by the Student Internship Agreement already in place.
- Maintain professionalism, reliability, and respect for the department's policies.

Signatures:

Department Supervisor: _____ Date: _____

Career Services Coordinator: _____ Date: _____

Student: _____ Date: _____