



## Internship Agreement

The intern, the Bainbridge Island Metropolitan Park & Recreation District Intern Supervisor, and the School Internship Coordinator - if applicable - agree to these responsibilities for the duration of the intern's placement as stated below.

### **The Intern, agrees to:**

1. Have no conflicting commitments during the period of the internship. Interns must be available to work at all times, including weekdays, evenings, and weekends as scheduled by the intern supervisor. Exceptions may be made with the intern's supervisor's approval before or during the internship.
2. Know and follow the District's policies, procedures and philosophies.
3. Provide their own transportation, room, and board. Limited housing and stipend may be available.
4. Learn the organizational structure of the District.
5. Complete mid-term and end-term internship evaluations.
6. Complete and provide copies of any other relevant reports required by their school to the District.
7. Be punctual and appropriately dressed throughout the internship.
8. Report directly to their supervisor regarding all responsibilities and duties assigned.
9. Confer with their direct supervisor or Intern Committee Chair regarding any problems that may arise.
10. Complete all assignments and evaluations on time.

### **The Bainbridge Island Metropolitan Park & Recreation District Intern Supervisor, agrees to:**

1. Provide an opportunity for the intern to gain practical experience.
2. Prepare the District staff for the intern's arrival as a coworker.
3. Introduce and orient the intern to the District.
4. Educate the intern about the District's programs and facilities.
5. Acquaint the intern with the resources, policies, regulations and administrative procedures of the District/Division/Department.
6. Provide a well-rounded experience for the intern.
7. Encourage the intern to participate in leadership opportunities.
8. Assign specific projects, tasks, and responsibilities during the internship.
9. Provide mid-term and end-term internship performance evaluations.
10. Schedule conferences with the intern as appropriate.
11. Complete all documentation required by the intern's school if applicable.

**The School Internship Coordinator, agrees to:**

1. Become familiar with the District's programs, goals, and objectives.
2. Approve the student's choice for an internship with the District.
3. Review the District's internship program and forms with the student prior to internship.
4. Stay in contact with the District's Intern Supervisor.
5. Ensure that the school's requirements are being met.

**TERMS**

**INTERNSHIP PLACEMENT PERIOD:** From: \_\_\_\_\_ To: \_\_\_\_\_

**INTERNSHIP HOUSING PROVIDED?** Yes / No  
From: \_\_\_\_\_ To: \_\_\_\_\_

**INTERNSHIP STIPEND PROVIDED?** Yes / No  
Amount per month: \_\_\_\_\_

**SIGNATURES**

Intern name, printed: \_\_\_\_\_

Intern signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern Supervisor name, printed: \_\_\_\_\_

Intern Supervisor, signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Internship Coordinator, printed: \_\_\_\_\_

School Internship Coordinator, signature: \_\_\_\_\_ Date: \_\_\_\_\_