



HUMAN RESOURCES

Student Unpaid Internship Request Form for Graduate Students

This form, along with the Practicum Training Agreement, must be completed in its entirety and returned to the Office of Human Resources. A legible copy of a photo identification card must also be submitted.

Semester: Fall [] Spring [] Summer [] Year: _____

University/College Attending: _____

Major/Degree: _____

Name: _____
(Last) (First) (MI)

Home Address (Street, City, States, and Zip)

Home Phone: _____ Cell Phone: _____

Email: _____

Supervisor Name: _____

Department: _____

Internship Dates: _____

Internship Work Schedule

Table with 3 columns: Day, AM, PM. Rows: Monday, Tuesday, Wednesday, Thursday, Friday.

Description of Proposed Intern Activities:

Live Scan Requirement: The form to complete this requirement will be provided by Human Resources.

To be completed by Barstow Community College

I accept the responsibility of supervising the intern:

Supervisor Signature

Date

I authorize the internship for the student named above:

Area Vice President Signature Date

Vice President of HR Signature Date



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STUDENT RESPONSIBILITIES: In exchange for the opportunity to participate in the training experience/internship, the Student agrees to:

1. Be consistently on time, including keeping regular attendance, including being present at the training site on the dates and number of hours agreed upon.
2. The student will promptly notify the training site if unable to report.
3. The student's placement will terminate if the student terminates their enrollment in the program or is no longer enrolled as a student at the Affiliate Educational Institution.
4. Demonstrate preparation to start the internship and complete any preliminary work or tasks.
5. Dress appropriate for the setting.
6. Use appropriate time management during internship time.
7. Conform to all rules, regulations and policies including health, safety and work environment at the Service Provider. Follow all instructions given by the Service Provider and always conduct self in a safe manner.
8. Advise assigned representative of any difficulties that arise during the course of internship activities.

Practicum Training Agreement

I, _____, the undersigned, acknowledge and understand that as a graduate student at, _____, the Barstow Community College District will allow me to engage in activities or perform tasks for its _____ Department. This opportunity will allow me to complete _____.

I agree to the Student Responsibilities.

I acknowledge and understand that the Barstow Community College assumes no liability or responsibility for my acts, omissions, debts or obligations as a result of any tasks or activities in which I may be involved.

I agree to defend, indemnify and hold harmless the Barstow Community College, its Board of Trustees, officers, agents and employees, individually and

collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by my engaging in activities or performing tasks in the role described herein.

I further agree to provide Certificate(s) of Insurance from my educational institution for coverage's and limits acceptable to Barstow Community College as follows:

“College/University” of attendance shall be responsible for Worker’s Compensation Insurance coverage for graduate student(s) involved in Internship activities. “College/University” also agrees to obtain and maintain in force during the term of this agreement a policy or policies of Comprehensive General Liability insurance with coverage limits of not less than \$1,000,000 per occurrence. “College/University” shall name Barstow Community College as additional insured on the liability policy.

I agree to abide by all Barstow Community College policies and procedures and clearly understand that it is my responsibility to acquire, read and have a clear understanding of these policies and procedures. I also acknowledge and understand that my participation in activities or tasks performed at Barstow Community College as a practicum student of _____ may be revoked at any time by notification from Barstow Community College.

Practicum Training Agreement (cont.)

Signature

Date

Print Name

Note: Student will need to contact the educational institution of record to follow the guidance on the Certificate of insurance and provide the required documentation before any training interaction with the campus may begin.



HUMAN RESOURCES

**MEMORANDUM OF AGREEMENT FOR UNPAID INTERNSHIP
PARTICIPATION**

This is a MEMORANDUM OF AGREEMENT between BARSTOW COMMUNITY COLLEGE and

_____ (Student's Assigned Educational Institution/ aka: Affiliate Educational Institution)

I. AFFILIATING AGENCIES:

Barstow Community College District (hereinafter called the "Service Provider") and

_____ (hereinafter called the "Affiliate Educational Institution").

II. AFFILIATING AGREEMENT:

This is a mutual agreement between the Service Provider and the Affiliate Educational Institution for students enrolled in a supervised internship.

No minor students will be granted an internship.

This is a voluntary, unpaid internship program.

III. THE SERVICE PROVIDER AGREES TO:

- A. As required by law, will comply with all appropriate federal and state regulations.
- B. Provide direction to students in establishing specific, measurable and attainable learning objectives.
- C. Enable students to apply academic learning in a safe and supportive atmosphere.

- D. Provide adequate supervision, which includes, but is not limited to, recommending and approving learning objectives, signing required documentation, meeting briefly with the internship instructor, and completing end-of-semester evaluations on students' progress.
- E. Notify the assigned internship instructor immediately should problems arise concerning a student's involvement in the internship.

IV. THE AFFILIATE EDUCATIONAL INSTITUTION AGREES TO:

- A. Orient students to the internship program.
- B. Provide guidance to students in establishing specific, measurable and attainable learning objectives.
- C. Acknowledge the Service Provider's right to determine acceptance/denial of any student intern.
- D. Provide all requested documentation of the student's eligibility to participate in the student intern program.
- E. Meet with students as needed to ensure a clear understanding of the requirements for succeeding in the internship program, including clarity on the credit to be earned through participation of the program.
- F. Provide liability insurance in the amount of one million dollars and Work's Compensation Insurance for students.
- G. Maintain an open line of communication with the Service Provider and ensure a responsive contact is assigned.

V. REQUEST FOR WITHDRAWAL

The Service Provider may drop any student from the internship program whose participation does not justify their continuance with the program, in accordance with program regulations. The Service Provider, in consultation with the Affiliate Educational Institution, has the right to discontinue any given student's involvement in the internship if it is determined the student does not have satisfactory participation in the program.

VI. DISCONTINUANCE OF THE AGREEMENT

If either party to this Agreement wishes to withdraw the Agreement, written notice shall be provided.

AFFLIATE EDUCATIONAL INSTITUTION:

I agree to uphold the terms of the agreement:

Business Name:

Address:

Phone Number and Email:

Responsible Program Representative (Name, Title):

Signature: _____

Date: _____

BARSTOW COMMUNITY COLLEGE/SERVICE PROVIDER:

Participating Training Facilitator Name:

Participating Training Facilitator Phone and Email:

Participating Training Facilitator

Signature: _____

Area Vice President

Signature: _____

VP of Human Resources

Signature: _____

Barstow Community College Statement of Mandated Reporter

Child Abuse and Neglect Reporting Law (Penal Code, § 11166.5) Definitions: The following situations involving minors (minors are individuals under 18 years of age) are reportable child abuse and neglect conditions (report if the abuse/condition took place when the individual was under 18 years of age, even if the individual is no longer under 18 years of age):

- 1) Physical abuse
- 2) Sexual abuse
- 3) Child exploitation, child pornography and child prostitution
- 4) Severe or general neglect
- 5) Extreme corporal punishment resulting in injury
- 6) Willful cruelty or unjustifiable punishment
- 7) Abuse or neglect in out-of-home care

Who must Report: Any employee/volunteer whose duties/tasks bring them into contact with minors on a regular basis or any supervisor of such an employee is a mandated reporter effective January 1, 2013. This includes nearly all Barstow Community College employees, including all Coaches and Assistant Coaches.

When to Report: Employees/Volunteers must make a telephone report immediately when the employee/volunteer observes a minor in his/her professional capacity or within the scope of his/her employment/volunteerism and has knowledge of, or has reasonable suspicion that the minor has been abused. The employee/volunteer must submit a written report, on a standard form, within 36 hours after the telephone report has been made. This includes if the abuse/condition took place when the individual was under 18 years of age, even if the individual is no longer under 18 years of age

To Whom Do You Report: Employees/Volunteers should report to the Human Resources Department at (760) 252-2411 x7232. Alternatively, employees/volunteers may report to the local Police, Sheriff, the Probation Department, or any Child Welfare Agency.

Reporting: Mandated reporters are required to give their names. Child protective agencies are required to keep the mandated reporter's name confidential, unless a court orders the information disclosed.

Immunity: Any legally mandated reporter has immunity when making a report. In the event a civil suit is filed against the reporter, the state will reimburse attorney's fees incurred up to \$50,000 (Penal Code, § 11172). In addition, the Barstow Community College District will pay for any mandated reporters' attorney's fees or judgment arising out of any report made in good faith in the course and scope of employment. No individual can be dismissed, disciplined or harassed for making a good faith report of suspected child abuse.

Liability: Legally mandated reporters may be criminally liable for failing to report suspected abuse. The penalty for this misdemeanor is up to six months in county jail, a fine of not more than \$1,000 or both. Mandated reporters can also be civilly liable for failure to report.

Notification Regarding Abuse: You are not legally required to notify the parents that you are making a report.

Information: Additional information and training is available through the California Department of Social Services at: <http://mandatedreporter.ca.com/training/training.htm> with the training under "School Personnel Training" which is School Personnel 90-180 minutes (please note this is optional training, it is not mandatory). For questions regarding this form or assistance to access any of these trainings, please contact the Human Resources Office at 760/252-2411 x7232.

I understand that I am a legally mandated reporter. I have reviewed the information above about my obligations to report Child Abuse and Neglect under Penal Code, § 11166 and will comply with those requirements.

Employee/Association Type: Full-Time Faculty Management Professional Expert PT Faculty

Classified Employee Student Employee Temporary Employee Volunteer

(continued next page).

Revised: 10/31/2023

Employee's Name (Print)

Signature

Employee/Student ID (if known)

Date

Supervisor/Witness Name (Print)

Signature

Date



BARSTOW

COMMUNITY COLLEGE

CONFIDENTIALITY STATEMENT

In performing my assigned duties and responsibilities with Barstow Community College, I understand that maintaining confidentiality is critical to the mission of our college, for the compliance with federal and state laws, and for maintaining the public's trust. I further understand that my assigned duties and responsibilities may involve the use of state data, school district data, and/or other information that is confidential. Access to and knowledge of information that is deemed confidential includes, but is not limited to, any information that personally identifies a particular employee or individual, or any information that personally identifies individual account information with a financial institution with whom an employee, or other individual may transact business. Such information is often referred to as Personally Identifiable Information (PII).

Additionally, I understand personal information, medical issues, and any other privileged employee information may only be disclosed to authorized persons, such as a supervisor or appropriate individuals in the legitimate chain of command. These discussions/disclosures are limited in scope and should be necessary to college business.

My signature below indicates my agreement to maintain strict confidentiality of all employee, departmental and college information gained or exposed to in the course of fulfilling my responsibilities under the internship. Further, I understand that violation of this agreement will lead to termination of the internship.

Print Name: _____

Signature: _____

Date: _____

Administrator

Signature: _____

Date: _____

Barstow Community College District

Technology Use Agreement

Introduction

The Barstow Community College District (the District) provides computing resources to support the Academic, Administrative and Instructional activities of the District. The District is committed to computer policies which promote the mission of the college and encourages all individuals to respect others. For more information on technology usage, see AP 3720.

Computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a revocable privilege and requires that individual users behave ethically and act responsibly.

Prohibited Use of Information Technology Resources

The use of technological resources must be for activities related to the mission of the District. Technological Resources are to be used in an effective, efficient, ethical, and lawful manner. The use of technological resources shall not interfere with the work of employees or students and or disrupt the operations of the District.

The following technological resources are prohibited as follows:

- The intentional installation or downloading of software into a computer system that disrupts the operations of the District.
- Copy, distribute, receive or use of the proprietary software or electronic information without paying the specified fee.
-
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- Share Access Credentials of your own or that of another user, such as, but not limited to: Passwords, PIN Codes, User ID's, Key Cards, etc.
Use the District's computer resources for unauthorized commercial or private gain. Use the District's computer resources to intentionally produce, copy or distribute any obscene or threatening materials.
- Using any technological resources to access, copy or distribute legally restricted information without authorization.
- Alter the District's systems hardware, software, or network configurations to prevent access by the District's IT staff or the operations of campus security applications.

Sanctions

The consequences for violations of these procedures are described in the laws of the State of California and Barstow Community College District Board Policy and Procedure. Penalties for violations depend on the specific situations.

Disclosure

Periodic inspection of the District's owned devices by campus IT staff to ensure compliance with the District's policies and software copyright laws.

No expectation of Privacy: the District reserves the right to monitor all use of the District's

network and computer resources to assure the compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District's computer resources or network. The District will ensure compliance with AP3720.

Privately owned equipment

Barstow Community College is not responsible for any issues or problems that arise with their personal computers or computer related devices such as virus, hacking, spy ware, or malware of any type. It is the owner's responsibility to properly maintain their personal computers and provide their own anti-malware software, firewalls, etc. as needed.

Computer and Network Use Agreement

I have received and read a copy of Barstow Community College District's Computer and Network Use Procedure (AP3720) and BCC's Technology Use Agreement and recognize and understand the guidelines. I agree to abide by the standards as set forth in these documents. I am aware that violations of AP 3720 may subject me to disciplinary action.

Sign _____ Date _____

Board Approved 9-10-2014