

Internship Program Worksite Agreement

Middle Tennessee State University, hereinafter referred to as the Department, and the cooperating transportation agency, _____, hereinafter referred to as the Agency, agree to cooperate in the implementation of the Tennessee State Department of Transportation/Middle Tennessee State University Internship Program, hereinafter referred to as the Program. The Program is eligible for students, recent graduates, or graduate students, hereinafter referred to as the Intern.

Section A. The Department and the Agency jointly agree to the following general provisions to ensure the health and safety of the Intern:

1. To place Interns in employment which is not considered dangerous.
2. To provide a general orientation to each Intern which clarifies the respective roles of the Department and the Agency as outlined within this agreement.
3. To Abide by the nepotism that follows: An Intern within this program shall not be placed not be permitted to be placed, selected or hired in an administrative, staff, or any other position if a member of his/her immediate family is employed in an administrative capacity at the Agency or Department.
4. To abide by the Title VII of the Civil Rights Act and assure that each participant will be free from discrimination because of race, sex, age, religion, or political affiliation.

Section B. The Department further agrees to the following duties and conditions.

1. To provide each Intern wages at the rate of \$ 7.00 per hour.
2. To provide the necessary forms and documents required for the recording of time worked and payment verification.
3. To process and make available Intern's paychecks to each Intern.
4. To review the progress of each Intern with the Agency.

The Department Reserves the right to terminate the Intern from the Program, however each Agency may suspend an Intern for good cause upon prompt notification of the Department.

Section C. The Agency further agrees to the following terms and conditions:

1. To provide a meaningful work experience that will give the Intern an insight into transportation and/or transportation related issued in the State of Tennessee.
2. To provide adequate supervision for the job to be performed.
3. To provide the Department with the job duties of each Intern assigned to the Agency.
4. To provide the following to the Intern within the general orientation.
 - A. Explanation of the job description.
 - B. Explanation of expectations as to quality of work.
 - C. The assigned supervisor.
 - D. Worksite rules, safety regulations, and penalties.
 - E. Thorough explanation of the use of any and all equipment essential to the Intern's job.
5. To notify the Department immediately of all voluntary and involuntary suspensions of the Intern.
6. To provide adequate safety measures for the tasks to be performed.
7. To provide a work environment which complies with all state and local health and safety regulations.
8. To provide access to the worksite during normal working hours for the Department personnel and any other authorized governmental official or his/her designees for the following purposes:
 - A. Counseling the Intern.
 - B. Inspection of working conditions.
 - C. Review Intern's progress.
 - D. Inspect all applicable records.
9. To maintain all related records and documentation of Intern's employment for a period of three years.
10. To provide for maintenance of all time records.
11. To assume responsibility for any and all property damage to the worksite, its equipment or any use of non-owned and hired property and/or equipment as result off usage by an Intern, while said Intern is under the supervision of the Agency, and shall further hold harmless the Department and its staff in the fulfillment of their duties.

12. To maintain security of all items utilized within this agreement and to assure the security of and sensitive items in use by the regular staff of the worksite.

13. To abide by the Federal and State Labor Laws.

14. To provide _____ as immediate onsite supervisor to the Intern. **Name of Supervisor**

15. The Agency agrees to provide _____ a position as **Name of Intern** _____ . The job description is as follows:

_____.

The terms and conditions herein shall be inclusive of the full and complete agreement between the parties; any notification to these terms and conditions must be in writing signed by the parties and attached to this agreement in order to become binding on the parties. In consideration of the terms and conditions set forth herein, this agreement shall be effective upon execution until the scheduled ending of the Intern's placement, or termination by either party upon adequate notice of 30 days.

Entered into this ____ of _____, _____.
Day Month Year

Middle Tennessee State University:

Agency Name: _____

Authorized Signature

Authorized Signature

Date

Date

