



SAINT PAUL COLLEGE
A Community & Technical College

**Sign Language
Interpreter/Transliterater Program
INTP 2592: Spring Internship
TRAINING AGREEMENT**

The Saint Paul College Sign Language Interpreter/Transliterater Program is requesting the placement of student intern(s) at your site. A Training Agreement must be signed and on file in the Saint Paul College Sign Language Interpreter/Transliterater Program office prior to student placement. The Training Agreement identifies the minimum standards/conditions required for the internship experience. Full description of the program, student intern, and site responsibilities are identified in the Interpreter Internship Handbook of Policies and Procedures.

Internship Objectives: The Saint Paul College faculty views the internship primarily as a learning experience. The overall objectives are to gain a more comprehensive understanding of the field and to further develop the work-related and performance skills necessary to become an effective interpreter. It is the responsibility of the student intern to commit to personal achievement and to maximize every opportunity provided.

Parties Involved

Agreement

Program faculty at Saint Paul College will:

1. Provide the necessary training and evaluation of the student intern's knowledge/skills prior to internship placement.
2. Provide Interpreter Internship Handbook of Policies and Procedures and requisite forms (Internship Training Agreement, Code of Professional Conduct, Attendance, Midterm and Final Progress Report) to host site and student intern.
3. Determine internship placement for student interns using student preference, performance skill evaluations, and site requirements (interview and/or skills performance portfolio and/or background study).
4. Provide Internship Information Session for site representatives to discuss internship site/student/program responsibilities.
5. Complete two pre-arranged faculty on-site skills observation evaluations. In the case of out-of-state placement, faculty observation evaluations will be conducted by Electronically Submitted Tapings.
6. Provide ongoing communication with internship site representatives and student interns.
7. Follow the due process procedure identified in the Interpreter Internship Handbook of Policies and Procedures and in this form to resolve any problems that cannot be resolved on-site.
8. Review all required internship site forms, assignments, and other requirements to determine the internship grade for student interns.

The student intern will:

1. Complete all internship forms and site placement requirements (interview and/or skills performance portfolio and/or background study).
2. Review the Interpreter Internship Handbook of Policies and Procedures and requisite forms (Training Agreement, Code of Professional Conduct, Attendance, Midterm, and Final Progress Report) to understand internship objectives, responsibilities and requirements. Forms must be signed before submission.
3. Present a resume/letter of introduction to the site and arrange an orientation site visit to discuss internship personal objectives/expectations, and site work-related requirements (policies/procedures, code of professional code and dress code expectations that the student intern will need to follow at the internship site).
4. Meet the internship requirement of a minimum of 25 hours per week on-site with a maximum of a 40 hour time commitment.
5. Follow the daily/weekly schedule determined by the site.
6. Prepare for specific work-assignments; request materials, identify goals, and participate in feedback sessions.
7. Coordinate with mentor two pre-arranged faculty on-site skills observation evaluations or in the case where internship placements prohibit an on-site observation, complete two taping sessions which must be electronically submitted for faculty evaluation.
8. Participate in Midterm and Final Report discussions and sign reports before submission.
9. Follow the due process procedure identified in the Interpreter Internship Handbook of Policies and Procedures and in this form to resolve any problems that cannot be resolved on-site.
10. Submit all required forms/assignments on or before the required due dates.

<p>The internship host-site will:</p>	<ol style="list-style-type: none"> 1. Provide internship placement(s) from February 22– April 28, 2017 that offer student intern(s) a minimum of 25 hours per week on-site with a maximum of a 40 hour time commitment. 2. Review the Internship Handbook of Policies and Procedures and requisite forms (Internship Training Agreement, Code of Professional Conduct, Attendance, Midterm, Final Progress Report) to understand internship objectives, responsibilities and requirements. 3. Submit signed Internship Training Agreement and Code of Professional Conduct forms and on-line internship forms by required timeline. 4. Provide an environment that is professional, safe, challenging and respectful to issues of diversity and individual differences. 5. Orient the student intern to the internship site. Make known to the intern the work-related requirements, site policies/procedures, intern role expectations, professional code of conduct and dress code expectations that the student intern will need to follow at the internship site. 6. Develop an on-site internship plan that includes a nationally certified lead mentor/supervisor, daily/weekly schedule of work assignments, preparation time for assignments, and the resources needed to carry out scheduled tasks. 7. Complete/sign Internship forms and site progress reports and discuss results with the student intern to determine specific goals to ensure continued progress. 8. Coordinate with the student intern two appropriate situations for Saint Paul College faculty on-site skills evaluations or tapings that include follow-up feedback discussions. 9. Counsel/advise student interns in professional/ethical situations to resolve conflicts or role relationship problems that may surface during Internship. 10. Follow due process procedure identified in the Internship Handbook of Policies and Procedures and in this form to resolve any problems that cannot be resolved on-site. 	
<p>All parties will:</p>	<p>Continue with this agreement until the internship is completed or until it is determined that the agreement must be revised or discontinued. In the case of a problem that cannot be resolved on-site, all parties agree to the following due process procedure:</p> <ul style="list-style-type: none"> • A written notification is presented to <i>all parties</i> (site mentor, site supervisor, student intern, and Saint Paul College faculty) to identify information pertinent to the conflict. • A meeting with <i>all parties</i> to facilitate resolution. At the conclusion of the meeting <i>all parties</i> must sign either the Terms of Resolution form which identifies specific actions to continue the internship; or, the Termination of Internship form which states the reasons to discontinue the internship. If the conditions outlined in the Terms of Internship Resolution are not satisfactorily met during the remainder of the internship, <i>all parties</i> may agree to dissolve the Training Agreement; in that case all parties must sign the Termination of Internship form. <p>**Upon conclusion of the internship training period, the site is not obligated to continue placement of the student intern for the purposes of employment.</p>	
<p>We agree to the conditions identified in this Training Agreement</p>	<p>Signatures: <u>ISD 709</u> Host Site: <u>Piedmont Elementary</u> Student: _____ Faculty: <u>Linda Hanson</u> School</p>	<p>Date: <u>1-10-17</u> Date: _____ Date: <u>1-10-17</u></p>
<p>A signed copy of the Internship Training Agreement must be on file in the Saint Paul College Sign Language Interpreter/Transliterater Program office before Internship can officially begin.</p>		
<p>Mail to Patty O'Connell, Saint Paul College - A Community & Technical College, 235 Marshall Avenue, Saint Paul, MN 55102 or Email patricia.oconnell@saintpaul.edu on or before: October 3, 2016.</p>		

Joseph A. Hanson
CFO
2/16/17



SAINT PAUL COLLEGE
A Community & Technical College

**Sign Language
Interpreter/Transliterater Program
INTP 2592: Interpreter Internship
Code of Professional Conduct
Agreement Form**

Internship Objectives: The purpose of the internship is to provide students an applied experience that enhances the knowledge and skills acquired in their training program; gain real-world practical experiences and learn from working professionals in the field.

Code of Professional Conduct Agreement: The purpose of this form is to verify that the student intern has been informed of and accepts responsibility to adhere to workplace expectations that govern ethical and professional behaviors.

Limitations of Code: It is the understanding of all parties that the NAD-RID Code of Professional Conduct does not cover every situation. It is the responsibility of the student intern to seek the counsel of the interpreter mentor/supervisor to determine appropriate practices and to identify actions that will result in adherence to ethical and professional behavior.

**Agreement to a Code of Professional Conduct (formalized at the host site or RID)
Governing Ethical and Professional Behaviors**

I understand that the Interpreter Internship requires that I adhere to workplace expectations and a code of professional conduct that governs ethical and professional behaviors at the host site. I know that it is my responsibility to understand and adhere to the Code and all of its requirements.

I understand that I may gain access to private information and that this information must be maintained at the strictest level of confidentiality. Failure to maintain confidentiality may result in termination from the host site.

I understand that I must make every effort to exercise prudence and good judgment, to make decisions that comply with site policy and procedure that support professional standards.

I understand that I must meet with the interpreter mentor/supervisor to discuss ethical and professional decision-making, actions, and/or issues/concerns that surface during the internship. I will make every effort to understand the conflicts or points of misunderstanding and to seek avenues of effective resolution.

I understand that I can request a conference with the site interpreter mentor/supervisor and the Saint Paul College Program faculty to discuss issues/problems and possible strategies to mediate any unresolved conflict situation.

I understand that compliance with workplace expectations and a code of professional conduct protects me, others, the site, and the training program.

Student Intern Signature:

Date:

Mentor Signature: *J. W. Durane*

Date: 1-11-17

Douglas Hark

Host Site: Duluth Public Schools/SD 709

Mail signed form to: Patty O'Connell, Saint Paul College - A Community & Technical College, 235 Marshall Avenue, Saint Paul, MN 55102 or **Email** to: patricia.oconnell@saintpaul.edu on or before: October 3, 2016.

A signed copy of the Code of Professional Development form must be on file in the Saint Paul College Sign Language Interpreter/Transliterater Program office before Internship can officially begin.

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
[Insert name of College/University]

**MEMORANDUM OF AGREEMENT
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP**

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Saint Paul College, Saint Paul, Minnesota, ("the College/University") and ISD 709 Duluth Public Schools, Duluth, Minnesota ("the Facility"). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the College/University and to identify the responsibilities of the College/University and the Facility.

A. THE PARTIES UNDERSTAND THAT:

1. The College/University has a Sign Language Interpreter/Transliterator Program (the "Program") for qualified students enrolled in the College/University; and
2. The College/University has been given authority to enter into Agreements regarding academic programs; and
3. The Facility has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the College/University; and
4. It is in the general interest of the Facility to provide a training site where College/University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The College/University and the Facility want to cooperate to furnish a training experience at the Facility for students of the College/University enrolled in the Program.

B. RESPONSIBILITIES OF EACH PARTY

1. **The College/University agrees to:**
 - a. make arrangements with the Facility for a training experience at the Facility that will support the student's occupational goals and meet any applicable Program requirements.

- b. make periodic visits to the Facility's training site to observe the student or receive periodic reports from the Facility and/or the student, and discuss the student's performance and progress with the student and any site supervisor at the Facility, as needed.
 - c. discuss with the Facility any problems or concerns arising from the student's participation.
 - d. notify the Facility in the event the student is no longer enrolled in the Program at the College/University.
 - e. keep any necessary attendance and progress records as set forth in the College/University attendance policy.
 - f. assist in the evaluation of the student's performance in the training experience.
2. **The Facility agrees to:**
- a. cooperate with the College/University in providing a mutually agreeable training experience at the Facility that supports the student's educational and occupational goals.
 - b. consult with the College/University about any difficulties arising at the Facility's training site that may affect the student's participation.
 - c. assist in the evaluation of the student's performance and provide time for consultation with the College/University concerning the student, as needed.
 - d. sign the weekly work report to verify the student's attendance.

3. **LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

4. **TERM OF AGREEMENT**

This Agreement is in effect from February 14, 2017 or when fully executed, and shall remain in effect until May 1, 2017. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

5. **FINANCIAL CONSIDERATION**

- a. The College/University and the Facility each agree to bear their own costs associated with this Agreement and that no payment is required by either College/University or the Facility to the other party.
- b. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its customers pursuant to this Agreement.

6. **CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

7. **ASSIGNMENT**

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

8. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

9. **MINNESOTA GOVERNMENT DATA PRACTICES ACT**

The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 ["the Act"]) that classify the College/University's written and electronic information as public, private or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the College/University, the Facility agrees to immediately notify the College/University. The College/University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions.

10. **STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

The student assigned to a training experience/internship at the Facility shall be required to sign a Student Training Experience/Internship Agreement (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Facility.

11. **NON-DISCRIMINATION**

The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Facility and College/University.

FACILITY

Name: 

Authorized Facility Representative

Title: Superintendent

Date: 2/17/17

**Minnesota State Colleges and Universities
Saint Paul College**

Name: Patricia O'Connell

Dean: _____

Date: _____

AS TO FORM AND EXECUTION


By: (authorized College/University signature)

Title: VP of Finance & Operations

Date: 2/15/17

ATTACHMENT A
STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT

Name of College/University: Saint Paul College

Name of College/University Program ("the Program"): Sign Language Interpreter/Transliterator Program

Type of Training Experience/Internship: Sign Language Interpreter/Transliterator Program Interpreter Internship

Dates of Training/Internship: February 22, 2017 – April 28, 2017

Student's Name: Laura Levar Phone #: 218-235-1112

Average number of hours to be worked by the Student each week: 25 – 35 hours

Facility Name and Address: ISD 709 Duluth Public Schools Myers-Wilkins Elementary School, 1027 N. 8th AVE. E., Duluth, MN 55805

Location Where Training will Occur (if different from Facility's Address above):

Facility Representative's Names: Patricia O'Connell Phone #: 651-846-1358
Linda Gill Phone#: 651-846-1607

Activities/Job tasks and skills the Student will learn: Apply Sign to Voice, Voice to Sign and Transliterating Skills; Apply Code of Professional Conduct to Ethical and Situational Dilemmas, Complete two Instructor Observation Sessions and Site Progress Report Sessions, Complete required Program Assignments.

Tools and Equipment the Student will use:

STUDENT RESPONSIBILITIES

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

1. Keep regular attendance and be on time, both at school and at the Facility's training site. The Student will promptly notify the Facility's training site if unable to report. The Student's placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn; and
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program; and

4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner; and
5. Consult with the College/University instructors about any difficulties arising at the Facility's training site; and
6. Be present at the Facility's training site on the dates and for the number of hours agreed upon; and
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University's instructors.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage; and
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Student's Signature: _____

Student's Name (please print): _____

Date: _____

Name of Student's Parent (required for students under 18 years of age) (please print):

Parent's Signature: _____

Date: _____

Saint Paul College, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.