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Experience Agreement

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Name: \_\_\_\_\_

Ball State ID: \_\_\_\_\_

Externship Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Work Dates: \_\_\_\_\_

**Ball State faculty member agrees to the following responsibilities.**

1. Maintain regular attendance at the training site, follow all rules concerning the program, and notify the employer prior to any absences during the 40-hour minimum externship period.
2. Show honesty, punctuality, a cooperative attitude, proper grooming and dress appropriate to the organization culture, and a willingness to learn.
3. Consult the employer and Cardinal Connect Program Director regarding any work-related problems.
4. Conform to the rules and regulations of the training site and maintain confidentiality.
5. Complete required assignments and furnish necessary information, reports, and time sheets.
6. Complete and return required forms for hours worked to the Cardinal Connect Program Director.
7. Submit written report of externship experience along with recommendations regarding the implementation of new processes, procedures, or curricula to be enhanced or developed as a result of the experience.
8. Externship must be completed by/before August 17, 2018.
9. Hours completed/signed and written report submitted by/before August 20, 2018.
10. Coordinate with dean and department chair for final fall presentation date and time prior to completing the externship experience.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Externship site agrees to the following responsibilities.**

1. Provide a safe work environment, including necessary safety equipment, explanation of safety procedures and hazards, etc.
2. Provide an orientation to the job and training site as well as a meaningful, well-supervised experience.
3. Negotiate work hours, duration, assignments, etc. with instructor prior to externship experience. Externship consists of a minimum of 40 hours on site.
4. During the externship the instructor is considered an employee of Ball State. The instructor's wages, benefits, and insurance will be provided through Ball State.

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_