

**Florence-Darlington Technical College
Florence, South Carolina**

MEMORANDUM OF UNDERSTANDING

***ATE Internship Program
FDTC Educational Foundation Option***

The ATE Internship Program provides on-site experiential education for FDTC students with area employers. To help protect the interests of all affected parties and promote the benefits of an internship for those involved, the ATE Internship Program has developed this memorandum of understanding to describe the mutual responsibilities of FDTC, the student intern, and _____, hereafter referred to as Industry Partner. This agreement must be reviewed and modified as necessary prior to the implementation of the work-integrated learning experience.

- I. **Purpose** The ATE Internship Program provides an educational experience in which students complement their academic studies with relevant work experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students and supports workforce development for participating employers.

- II. **A. Responsibilities of the College**
 - Paying the intern for hours worked through the Florence-Darlington Technical College Foundation
 - Organizing and facilitating the SC ATE Industry Consortium
 - Managing consortium advertising to recruit students
 - Testing and screening students for internship placement
 - Providing support to help ensure student success
 - Reporting to the company on the Intern's academic progress
 - Coordinating student recognition efforts

- B. Responsibilities of the Industry Partner**
 - Paying bi-monthly invoice from Florence-Darlington Technical College Educational Foundation within 30 days of receipt
 - Recruiting and/or selecting students
 - Providing paid, work experience relevant to the student's field of study
 - Supporting recruitment advertisements and student recognition activities
 - Participating in the SCATE Industry Consortium
 - Encouraging on-time completion of an Associate Degree, and not making offers for permanent employment until the intern graduates

- C. Responsibilities of the Student**
 - Maintaining ≥ 2.5 GPA
 - Exhibiting professionalism on the job
 - Fulfilling company responsibilities
 - Using available FDTC support services to ensure academic success
 - Allowing release of academic progress information to the employer

(Employer) Complete the following list of duties for the intern whose name and contact information follows:

- 1)
- 2)
- 3)
- 4)
- 5)

III. Terms of the Internship Arrangement

The length of the internship arrangement for each student will be agreed upon by the Industry Partner, Industry Liaison, and student. Should the Industry Partner become dissatisfied with the performance of a student, the Industry Partner may request termination of the arrangement. This should occur only after the Industry Liaison has been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the Industry Liaison may request termination of the arrangement for any student not complying with FDTC Policies and Procedures for the ATE Internship Program, or if the Industry Partner does not uphold the responsibilities mentioned above, as long as Industry Partner has been notified in advance and satisfactory resolution cannot be obtained. Internships may also be terminated by FDTC or the student if the Industry Partner does not conform to work hour limits for interns or does not provide relevant work experiences for the intern that augment the student’s course of study.

IV. Start of Agreement This memorandum of understanding shall be in effect from _____ . Pay rate: _____

V. Intern Work Hours

Interns may work up to twenty (20) hours per week. Interns maintaining above a 3.00 GPA are eligible to work over twenty (20) hours not exceeding thirty (30) hours per week. Contingent upon the company’s need, interns may work additional hours during school breaks not to exceed forty (40) hours per week.

VI.

ATE Intern Name:
Address:
Phone Number:
Email:

Industry Liaison Name: Emery DeWitt
Address: PO Box 100548, Florence, SC 29502
Phone Number: (843) 676-8541
Email: emery.dewitt@fdtc.edu

FDTC Foundation Administrative Coordinator
Address: PO Box 100548, Florence, SC 29502
Phone Number: (843) 661-8002
Email:

Industry Partner Mentor Name:
Address:
Phone Number:
Email:

Industry Partner Business Contact Name:
Address:
Phone Number:
Email:

Any questions regarding the ATE Internship Program or this memorandum should be directed to: Emery DeWitt, Project Manager, SCATE Center ATE Industry Liaison

Industry Partner: _____ Date: _____

Industry Liaison: _____ Date: _____

ATE Intern: _____ Date: _____