



## Milwaukee Area Technical College

### Business Division

### Administrative Professional Internship Training Agreement

1. Name of Intern April Conway Phone 414-792-9159
2. Job Title CSR
3. Name of Firm Pick-N-Save
4. Firm's Address 3701 S. 27th Street  
Milwaukee, WI  
Milwaukee WI 53221  
City State Zip
5. Name of Supervisor Mandela (Tina) Alexander
6. Supervisor's Title Service Operations Manager
7. Brief Description of Training Job Customer Service Representative. counts tills, manages front end of the store, and makes deposits.
8. Name of Instructor \_\_\_\_\_ Phone \_\_\_\_\_

#### 9. The employer agrees to the following:

- a. The employer will cooperate with the school in establishing and maintaining the training program.
- b. The employer will provide a variety of progressive training experiences for the intern.
- c. As the student gains adequate knowledge of the employment station, the employer will provide opportunities for the student to accept the responsibility for certain business functions and/or tasks.
- d. The employer will cooperate with the school through proper instruction and supervision of the intern on the job.
- e. The employer will not permit the intern to quit school to accept a full-time position with the firm without discussing the situation with the intern's instructor.
- f. The work standards and wage rates for the intern will be the same as for all other workers with the same qualifications and comparable job responsibilities.

- g. The employer will furnish a rating of the intern's on-the-job performance as needed; this will occur a minimum of once each semester.
- h. The intern will be employed throughout the school year as he/she proves satisfactory or unless other arrangements have been made.
- i. **The intern will fulfill the required 72 hours each semester.**
- j. The employer agrees to consult with the instructor before dismissing the student. Either party may terminate this agreement for just cause after discussing any difficulties.
- k. The employer will provide the student with training in the areas of business which prepares the student for an entry-level position in the fashion/retail field.
- l. The employer will sign the Training Report sheet each week after it has been completed by the intern to verify the hours worked.

**10. The student agrees to the following:**

- a. The intern will fulfill the required 72 hours during the semester they are enrolled in the Internship course.
- b. The intern will remain with the original employer through the semester unless other arrangements are made.
- c. The intern agrees to accept the employer's supervision and carry out the assigned duties to the best of his/her ability.
- d. The intern is expected to show progress on the job and contribute to the profitability of the company by whom he/she is employed.
- e. The intern will conform to all of the rules and policies of his/her place of employment, of the school, and of the internship course. No special privileges will be expected by the intern.
- f. Ethics are respected. Confidential information pertaining to his/her place of employment must be respected as such by the intern.
- g. The intern will immediately inform the instructor of all problems concerning his/her on-the-job training.
- h. The intern will submit, on a weekly basis, the Training Report which has been signed by the employer.
- i. If the intern cannot meet the required hours of work during the semester, he/she may choose to receive an incomplete grade and continue employment until he/she meets the hourly requirement.

**11. The instructor agrees to the following:**

- a. The instructor will cooperate, as needed, with the employer in establishing the training program as it pertains to the interns.
- b. The instructor will cooperate with the employer in the evaluation of the intern. Final evaluation is the prerogative of the school, based on the employer's evaluation, hours worked, reports submitted on time, and other requirements of the course.
- c. The instructor will make every attempt to solve problems that may arise for the cooperative agency, school, and intern, and/or community.
- d. The instructor will provide meaningful instruction related to the training activities of the student, as needed.

The following are names and positions of fully trained personnel who will be on-the-job supervisors for the internship.

Name Vicki Minshall Phone work # 414-281-2900  
Position CSR / main Bookkeeper  
Name Anita Wood Phone work # 414-281-2900  
Position front end cashier  
Name Lan Utsey Phone work # 414-281-2900  
Position CSR

The undersigned intern agrees to comply with this agreement, as outlined in the training program, according to the conditions as herein set forth, which have been approved by the instructor.

Signature of Intern \_\_\_\_\_ Date \_\_\_\_\_

The undersigned employer agrees to train the student for the occupation specified in this agreement, as outlined in the training program, according to the conditions herein set forth which have been approved by the instructor.

X Signature of Employer Nicole Schroeder Date 1/27/17  
Signature of Supervisor [Signature] Date 1/26/17

Approved by the Instructor \_\_\_\_\_ Date \_\_\_\_\_