



INTERNSHIP AGREEMENT

Caribbean Aerospace College
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1. STUDENT INFORMATION

Student Name: _____ Today's Date: _____
Male / Female (circle) Birthdate: _____
Email Address: _____ Phone: _____
Mailing Address: _____

2. INTERNSHIP HOST INFORMATION

Internship Host's Name: Airports Authority of Jamaica
Address: Norman Manley International Airport Palisadoes
Number / Street City
Internship Supervisor: _____ Supervisor's Phone #: _____
Other Contact # _____ Fax: _____
Supervisor's Email address: _____ Website: _____

3. GENERAL DECLARATIONS

The purpose of this agreement is to ensure that the internship experience is productive and beneficial to both parties. This agreement outlines the obligations of the intern and the organization hosting the intern.

- This internship agreement is between _____, a student of the **Caribbean Aerospace College**, and the Airports Authority of Jamaica, which has agreed to serve as a partner (HOST) organization in the CAC Internship Program.
- This internship will begin on September 9, 2013 and will be completed by October 15, 2013 for Mondays and Tuesdays for 6 weeks.
- The student WILL NOT be paid during the period of the internship.
- It is understood that the internship is temporary, and the employer is under no obligation to continue the internship or make any offer of permanent employment following the last day of internship indicated above. Should either party wish to terminate the internship prematurely, the Registrar must be contacted immediately.

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4. Evaluation Form

An Internship Form is attached to this agreement that the supervisor of the intern will complete over the period of internship. The original of this evaluation form will be sent to the Registrar of Caribbean Aerospace College. Furthermore, the supervisor will be asked to attach a letter of reference.

5. INTERN AGREEMENT

I _____, acknowledge that I have been given a unique opportunity to gain valuable professional experience. I also acknowledge that this internship is to be considered an academic experience and that my performance will be evaluated based upon the following criteria:

- My ability to perform in a professional manner, as indicated by my ability to arrive on time, my ability to meet deadlines, my ability to take initiative in learning, and my ability to interact with my supervisors and colleagues;
- My learning during the internship, as indicated by my ability to fulfill the duties described in the work plan and my achievement of the learning outcomes identified in the work plan;
- The evaluation by my supervisor; I understand that specific requirements related to length and content will be provided to me by the CAC staff.

Signature of Intern _____

6. INTERNSHIP HOST AGREEMENT

I, _____, agree to supervise the above-referenced student as an intern at _____. I acknowledge that this will be an academic experience as well as a professional experience for the intern, and agree to provide learning assistance and supervision throughout the internship. I certify that during the internship, the intern will gain experience with the skills outlined in the work plan. I understand that, where pay is involved, the final arrangement will be made between employer and student. Accident insurance is the College's responsibility. I further agree to:

- I. Sign off in intern's activity log books;
- II. Complete a midterm and final evaluation for the intern
- III. Prepare a letter of reference for the intern
- IV. And submit II and III via email (copy) and sealed envelope (original) with the student addressed to the CAC Registrar.

Supervisor signature _____



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7. CAC AGREEMENT

I, agree to all the terms and condition that is set out in this internship agreement between _____
_____, a student of the **Caribbean Aerospace College**, and the Airports Authority of Jamaica.

Registrar's signature _____

8. Kindly sign below to indicate agreement to the terms and conditions of ALL sections in this agreement:

_____ Intern Signature	_____ Date
_____ Supervisor Signature	_____ Date
_____ CAC Staff Signature	_____ Date