



# Internship Checklist: Shannon Johansen

## Procedures for Internships Policy dated November 23, 2020

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### Minimum Requirements for Intern

- P Intern must be a student at a nonprofit or public education institution (school).
- P Intern must be a full time student.
- P Internship must be an integral part of the program in which the intern is enrolled.
- P Intern is not paid by the County and is not a County employee.

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### Documents Needed at Minimum

- P Internship Memorandum of Understanding
  - between Intern and County to confirm understanding unpaid
- P Planned Supervised Program
- P Documents from School
  - This will vary from school to school but will most likely include:
    - Agreement between the school and County
    - Program requirements/expectations for the student
- P Confirmation that the student is covered by the school's insurance and workers compensation
- P Certificate of Insurance from school showing County is an additional insured
- P Other Documents as required by the School, the Department, or County
  - For example, the department may require a confidentiality agreement.

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### Approval

Create a specific planned supervised program consistent with the educational objectives and program established by the school.

- This is an outline or syllabus of sorts to ensure the Department and Student have an understanding of what the internship will entail

Gain initial approval from the BCC.

- This is done at a Monday work session or through your other regular updates with the BCC.

- It is also a good idea to touch base with the CAO at this stage that that they can answer any questions you might have and be a partner in the process.

- P Obtain all necessary documents from the school.

- Each school is going to have different documents. They will understand what you are asking for if internships are done regularly at that school.

- P Submit completed (but not yet signed) documents to the CAO using the Request for Attorney Services process.

After initial approval from the CAO, obtain the signatures of the school and the student and send back to the CAO for attorney stamp.

After obtaining the attorney stamp, present all documentation to the BCC for final approval and needed signatures.

- It is the BCC that has authority to sign agreements on behalf of the County. The Department head may be signing off as the mentor but the actual legal agreement is signed by the BCC.