

Career Exploration Type
☐ Paid – Summer
☐ Paid – Other
☐ Service Learning

This agreement is to acknowledge a collaborative memorandum of understanding between the Office of Career Services and an employer in support of academic and career development for Albany State University students interested in career exploration. This agreement does not constitute a formal business services relationship and is not subject to nor represents an employment agreement.

This agreement provides expectations, clearly defining conditions, and a schedule of training whereby the student is to receive occupational experience with said business/organization to gain clarity of roles and responsibilities within a degree field, gain essential skills for the workplace that could improve employability, and technical information related to the field to develop knowledge, skills, and business/occupational acumen as agreed by the host.

Host/Employer Guidelines

1. Clearly define the conditions and schedule of exploratory learning in a job description or summary of work. Provide copy to Office of Career Services prior to Exploratory Experience.
2. Provide a posted schedule of work hours that follows general/normal business protocol.
3. Provide substantive, degree/field related experiences that can be evaluated in which a student gains knowledge, skills, and business/occupational acumen that leads to increased employability.
4. Routinely informs the Office of Career Services of any status change regarding the student (termination, resignation, employment) at CareerServices@asurams.edu or 229-430-4654.

Student Guidelines

1. Agrees to perform diligently the work experiences assigned by the host/employer according to the same company policies and regulations as apply to regular employees.
2. Agrees to take advantage of every opportunity to improve his/her knowledge through attendance (physical and cognitive) and efficiency of learning.
3. Understands and acknowledges that the host/business assumes no liability for any expenses related to bodily injury and personal property damage that may occur while carrying out business or agency duties. Exception to this clause is that students who are on the business/agency payroll will be governed by applicable laws.

The exploratory period begins the _____ day of _____, 20____ and extends through the _____ day of _____, 20____. The internship area: _____

Host/Employer's Signature

Student's Signature

Date

Printed Name

Phone

Student RAM ID

Email

Faculty Representative

Date

Name of Business or Agency

Director of Career Services

Date