

# Affiliation/Training Letter

The internship program is a progressive educational program that integrates a student's academic studies with work experience. The internship program partnership between Hidalgo County Precinct 4, The University of Texas Rio Grande Valley Career Center and the student intern agree to the following:

**A. Hidalgo County Precinct 4 agrees to:**

- Understand that The University of Texas Rio Grande Valley is not held liable for interns while on-site with Hidalgo County Precinct 4 and holds the university and its representatives harmless to any conditions taken place at internship site
- Understands that the intern will work the necessary amount of hours required, this may include hours required for academic credit
- Designate an individual to supervise the intern and serve as a liaison between The University of Texas Rio Grande Valley Career Center and the employer
- Establish clear learning objectives at the beginning of each semester
- Provide a safe work environment and related training if needed
- Adhere to all applicable employment laws and regulations, including the FLSA (Fact Sheet #71) regarding unpaid internships
- Review company policies and procedures with student
- Evaluate the intern's performance and provide feedback to The University of Texas Rio Grande Valley or academic advisor/faculty coordinator

**B. The University of Texas Rio Grande Valley Career Center agrees to:**

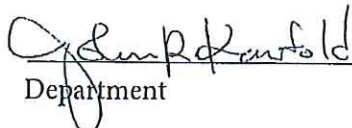
- Provide an internship coordinator to serve as a liaison between UTRGV Career Center and Hidalgo County Precinct 4
- Make follow-up contacts with the employer regarding intern's progress
- Award college credit in designated courses approved by supervising faculty

**C. The student intern agrees to:**

- Abide by the regulations and policies of the Internship Program and sponsoring employer
- Commits to one full semester of employment during their internship
- The understanding that this is an unpaid internship
- In conjunction with the intern and/or faculty coordinator, establish well-defined learning objectives relative to course of study
- Immediately notify the university internship coordinator and/or faculty coordinator of work issues or changes in responsibilities not in line with learning objectives
- If earning academic credit, intern drops all credits if leaves internship or is discharged from the job prior to completion

  
\_\_\_\_\_  
Student

5/22/17  
Date

  
\_\_\_\_\_  
Department

5-19-17  
Date

  
\_\_\_\_\_  
Employer/Supervisor

5/19/17  
Date

County of Hidalgo, Texas

\_\_\_\_\_  
Ramon Garcia, County Judge

\_\_\_\_\_  
Date