



## VOLUNTEER INTERN AGREEMENT FOR THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

In consideration for internship placement at (*enter name of college*) \_\_\_\_\_,  
one of the colleges in the Los Angeles Community College District ("LACCD"), from  
(*enter start date*) \_\_\_\_\_ to (*enter end date*) \_\_\_\_\_,  
the undersigned (hereinafter referred to as "INTERN") agrees to the following:

1. INTERN agrees that he/she will be serving in an unpaid volunteer capacity and will not be receiving any monetary or other form of compensation from the LACCD for the duration of his/her internship.
2. INTERN understands that he/she will be serving under the direction of his/her designated supervisor at the college. To the extent necessary, the designated supervisor will assist INTERN in developing internship objectives and guidelines. The designated supervisor will also be responsible for assigning duties to be completed by INTERN.
3. All scheduling issues must first be approved by the designated supervisor.
4. INTERN understands that he/she will be serving in an "at will" capacity. The LACCD reserves the right to terminate INTERN's internship for any reason or no reason at all, except as precluded by law.
5. While INTERN is present at the college or any other LACCD campus, INTERN agrees to abide by the LACCD Student Code of Conduct (LACCD Board Rule Chapter IX, Article VIII). INTERN will also be required to comply with all rules for employees, although he or she is serving in an unpaid volunteer status.
6. INTERN agrees to maintain the confidentiality of any and all confidential information, including but not limited to student and/or employee records, that he/she may utilize or have access to during the course of his/her internship. INTERN agrees not to disclose such information to any unauthorized third parties.
7. INTERN understands that he/she must satisfactorily pass a criminal background check prior to the commencement of his/her internship. INTERN further understands that he/she will be required to provide fingerprints to the LACCD as part of this criminal background check.
8. INTERN recognizes that any academic credit or arrangements for academic credit are solely the responsibility of INTERN in his/her dealings with his/her institution of enrollment. The designated supervisor will provide INTERN with reasonable documentation as necessary for these purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail