

2022 Rural Works! Intern Agreement

Rural Works! is a summer internship program that places NC State students with employers in rural communities. Students receive professional development training and gain hands-on work experience.

Program Eligibility

- Full-time enrollment with plans to return to campus in fall 2022
- Student must be in good academic standing with the University

Program Requirements

- Attend the orientation session on Saturday, April 23 time TBD
- Complete a post-assessment survey
- Participants are responsible for securing their own housing arrangements
- Participants will uphold their verbal and/or written commitment to complete the internship with the Rural Works! employer
- Complete 40 hours of work a week for 10-12 weeks
- Participants will represent NC State University to the best of their ability

Application Process

- Attend an information session in fall 2021 (encouraged; not required)
- Submit resume to Rural Works! internships in ePack
- Employers will review applications and schedule interviews
- Hiring will be completed by March 26, 2022

Policies and Procedures

A. COMPANIES

1. COMPANY AGREEMENT

Each participating company and agency has entered into an agreement with NC State's Rural Works! program to provide work assignments related to each student's major field of study. Employers agree to provide adequate training, proper supervision, ascending levels of responsibility, and a reasonable wage based on the nature and quality of the work, the student's background, and company policies.

2. PROGRAM LENGTH

Unless otherwise stated, each company intends to provide a minimum of but not limited to 10 weeks of internship work. Interns should work 40 hours per week. Business needs may fluctuate, and a student's performance sometimes proves to be less than satisfactory, so that continued employment beyond a work period may not be possible. However, except in cases of extreme unsuitability, the employer has agreed to keep the student for the full term of a given work period.

B. STUDENTS

1. JOB AVAILABILITY

The Rural Works! program is optional on the part of the student and on the part of the employer. Although an attempt is made to place every student and fill every job vacancy, there is no guarantee that a job will be available initially or on a continuing basis. An accepted offer is a contractual agreement that

must be honored for the student. After accepting an offer, the student must withdraw from consideration for other internship positions.

2. JOB OFFERS

It is your decision whether or not to accept a Rural Works! Internship position. When you receive an internship offer, you may discuss it with the Rural Works! coordinator before making a decision and to have any questions answered prior to accepting. Once you accept a position, you must honor your decision and withdraw from the interviewing process of other internship positions. Failure to do so may result in suspension from ePack.

3. ENROLLMENT IN A CLASS DURING AN INTERNSHIP

Rural Works! internships are full time, 40 hour a week jobs. Students are not recommended to enroll in summer school classes during their internship with the exception of students enrolling in a co-op course. Each student should carefully weigh the consequences of taking on the burden of a class in addition to the internship workload. If you wish to enroll in a summer course during your internship you must receive approval from the Rural Works! Coordinator and your internship supervisor.

4. SPECIAL ASSISTANCE

If you are a student with a disability and desire any assistive devices, services, or other accommodations, please contact the Rural Works! coordinator. Although students are not required to disclose any disabilities, such information will be maintained in confidence and will be used only to assist the staff in planning and advising. Therefore, the program requests that the Rural Works! coordinator be advised of any necessary assistance required.

Agreement and Statement of Understanding

I _____, a student in _____ (major), am applying to participate in the Rural Works! internship program at NC State University. I have read and understand the policies and procedures above and agree to abide by the program requirements.

I understand that if I accept a Rural Works! Internship, I cannot pursue other internship opportunities and will be required to fulfill my internship commitment prior to pursuing additional internships or professional opportunities.

Student Signature _____ Date _____