

## Northwest HVAC/R Training Center Student Internship Program Expectations Rules & Policies

As a part of the training program, weekly internships are an essential factor to student competencies and future job placement opportunities within the industry.

As a student, all required hours must be completed before graduation. You are subjected to a variety of tasks and observations during an internship and that may go beyond a common service call or installation task as per state code. Some of these tasks are, but not limited to; cleaning up on jobsites/shops/vehicles, drive time, waiting on customers, supply house orders, digging, lifting, climbing, and completing work order forms, and attending work related company safety meetings. Please note that your internship day may be under or over eight hours.

Remember, if you are on an internship and feel you are in an uncomfortable or in an unsafe situation then **STOP** and do not proceed! Please remember to report your experience with school staff.

- Students are required to wear their laundered shirts, cover visible tattoos and look professional. Reminder you are representing yourself, the company and your classmates.
- Arrive to your site 5-10 minutes before-don't arrive to early or too late.
- Reminder: you may have to wait for your supervisor to arrive, be patient and ask the front desk where you should wait.
- No smoking/chewing in company vehicles, at shops or job sites unless authorized by your supervisor.
- Students are never allowed to operate or drive a company vehicle or forklift.
- Students are required to wear fall protection in accordance with state law, in addition- use common sense. If you are unclear on if fall protection is required or feel unsafe then STOP and do not proceed! Failure to wear your fall protection can result in a citation up to \$1000.00 if issued by an inspector.
- I understand that I am responsible for paying the amount of the fine to the Northwest HVAC/R within 30 days.
- Students are allowed to document entire hours upon their scheduled arrival and departure from the internship provider, even if there is a delay in starting a task. Be sure to check in with a company representative upon arrival and departure.
- Students are required to email a weekly internship report within the necessary timeframe and failure to do this will keep you from being assigned from future weekly internship.
- Never discuss wages with your internship supervisor; it is not the proper setting for THIS conversation.
- You are required to report any incident to your onsite supervisor and to the school directly thereafter. Alcohol and drug testing may apply.
- The school has medical coverage for the student internship program for offsite and onsite internships. Student interns do not qualify for industrial insurance unless they are a paid employee from their offsite and onsite internship provider. Pre-approval is required.
- Students are required to wear their electrical trainee card during internships in Washington State. If the card is not properly displayed, students are subject to a citation from inspectors and must repay this fine directly to Labor & Industries.

I acknowledge that I have reviewed the internship expectations, rules and policies and understand the above content.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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