



## Blue Mountain Community College *Administrative Procedure*

---

**Procedure Title: Providing Services To Students Utilizing Graduate Interns**  
**Procedure Number: 01-2005-0011**  
**Board Policy Reference: I.B.**

---

**Accountable Administrator: Vice President, Student Affairs**  
**Position responsible for updating: Vice President, Student Affairs**  
**Original Date: 12/05**  
**Date Approved by Cabinet: 1-10-06**  
**Authorizing Signature: Signed original of file**  
**Dated: 1-11-06**  
**Date Posted on Web: 01-6-14**  
**Revised: 01-14**  
**Reviewed: 01-14**

---

**Purpose/Principle/Definitions:**

In order to provide enhanced, cost effective services to students, Blue Mountain Community College will engage graduate interns from other colleges in BMCC internships.

**Guidelines:**

The Enrollment Management Unit will work with program offices at graduate schools to solicit interns after entering into an official internship agreement that outlines the roles and responsibilities of the partners with the school providing interns. Interns will go through a selection process to help ensure the best fit for all partners. When BMCC has selected a candidate, the VP Student Affairs will contact both the program coordinator and the student to establish the internship and complete the paperwork required by all parties.

Interns will sign a volunteer agreement which will be maintained by the Human Resources department. The VP Student Affairs will sign an acknowledgment from the graduate school and the student that outlines the learning outcomes for the student.

In order to assist and attract graduate student interns, the college will pay a stipend each academic quarter to help with the cost of gas.

Interns will be asked to work when school is in session and may be asked to attend additional activities outside of their established schedule if relevant and necessary. Since BMCC has eleven week quarters, not counting summer term, interns' stipends will be divided by eleven and paid for any week in which the student works, but will not exceed the annually budgeted maximum. Stipends will be paid at the end of each month.

Stipends will be paid at the same rate in the summer as for the rest of the academic year, even though the summer term may vary in length.

For liability or workers' compensation purposes only, interns will be asked to submit a weekly time sheet to the Business Office.

**Special Forms:**

Workers' Compensation Time Sheet

Volunteer Agreement

Internship Agreement from graduate school

Agreement with Partner School