



Host Company Manual

Internship-to-Career Program

"Route to Employability"

IMPERIAL REGIONAL ALLIANCE, INC.

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Introduction

We are pleased to know that your company has expressed interest in offering a career advancement opportunity to interns who want to further their learning experience. This manual is intended to help you understand the requirements of Imperial Regional Alliance (IRA) Internship-to-Career Program and create the most of your hosting experience.

The Internship-to-Career Program offer qualified participants an opportunity to enhance their knowledge and skills in one's academic field through participation in a structured internship with Host Companies in the Imperial Valley region. Imperial Regional Alliance, Inc. must ensure that both the applicants and their host companies follow program regulations. We recommend you set aside sufficient time to read and complete all necessary materials. IRA will be happy to offer additional assistance in developing a successful and enriching internship program.

About Imperial Regional Alliance

Imperial Regional Alliance, Inc., a 501 (c)(3) non-for-profit organization, works toward the improvements of the economic opportunities for underemployed and unemployed residents of the region by implementing programs that align education and workforce development with existing and emerging industries.

An internship is a form of learning that empowers students to integrate knowledge and theory learned throughout the curriculum with practical application and skills development in a professional setting. The Internship-to-Career Program links Host Companies with qualified interns, providing both a meaningful internship experience.

The following criteria must be met to ensure a successful learning experience:

- a) The experience must be an extension of the classroom where interns can apply their knowledge and learn new skills to apply in future jobs;
- b) It must not or be the work that a regular employee would routinely perform;
- c) The experience has a defined role from beginning and end along with a job description with desired qualifications;
- d) Clear developed learning objectives related to the professional goals of the student's academic coursework;
- e) There is supervision by a professional with expertise and educational and/or professional background in the field of the experience where routine feedback is provided by supervisor; and

- f) There are resources, equipment, and facilities provided by the host employer that support learning objectives and goals.

Internship-to-Career Program Overview and Purpose

The Imperial Valley has amazing opportunities for students to gain work experience and professional development. Imperial Regional Alliance created the Internship-to-Career Program "Route to Employability" which aims to connect students with leading Imperial Valley companies that can offer hands-on training in a professional business environment.

The purpose of this workforce development strategy is to work towards eliminating the identified experience gap among the students and recent graduates by providing hands-on training in order to increase work readiness skills related to regional existing and emerging industries. This program aims to proactively enhance collaboration between schools, students and businesses to prepare a workforce that aligns with existing and emerging industries in Imperial Valley.

The Internship-to-Career Program is a sustainable strategy that engages businesses to address their need for a qualified workforce in order to remain competitive. Local businesses will be able to develop a pipeline of local talent, find future employees, increase productivity and boost employee engagement by inviting fresh ideas and skill sets. Additionally, interns are provided with the opportunity to take part in community service projects and further improve their resumes.

Program Entities

Host Company:

A United States based business entity willing to cooperate under the Internship-to-Career Program rules and regulations.

Intern:

An applicant seeking to further their career and meets intern qualifying criteria. They will be training at your company: Interns must be students who are currently enrolled in a college institution and pursuing a degree, certificate, post-secondary academic or who have graduated from such an institution no more than 12 months prior to their program start date. Please note that the Internship Program require a minimum of 160 hours.

Host Company Benefits

- 1) Source of highly motivated pre-professionals.
- 2) Students bring new perspectives to old and current problems.
- 3) Quality candidates for temporary or seasonal positions and projects.
- 4) Freedom for professional staff to pursue more creative projects.
- 5) Flexible, cost-effective work force not requiring long-term employer commitment.
- 6) Proven, cost-effective way to recruit and evaluate potential employees.
- 7) Visibility of your organization is increased on campus and in the region.
- 8) Receives candidates that have been pre-screened by IRA.
- 9) Provided with orientation and guidance before and during the period of the internship.
- 10) Invited to attend the Host Certificate of Completion Ceremony and Awards Reception.

Stakeholder Roles and Responsibilities

1. Program Responsibilities

Imperial Regional Alliance, Inc. (IRA), a 501(c)(3) nonprofit public benefit corporation, is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes with California entity number C3399240.

The Host Company understands and agrees to the objectives of this internship or training; to enhance the intern's skills and knowledge in his/her specialty or occupation through participation in a structured internship program. The Host Company commits to provide the intern's with knowledge of existing and emerging industries through hands-on training, real work experience, and mentoring.

The Host Company understands that Imperial Regional Alliance reserves the right to withdraw sponsorship of any intern in the event of non-compliance with program regulations or any deviation from the Internship-to-Career Program agreement.

Confidentiality:

Host Company and the Imperial Regional Alliance, Inc., hereby referred to as IRA, agree that any information of a confidential nature disclosed between each other to agents, employees, partners, with or on behalf of each other shall remain strictly confidential. Confidential information includes, but is not limited to, procedures, policies, and methods in the form of documents, contracts, manuals, verbal communication, communication by phone, email, fax or otherwise, services, financial statements or information, or any other forms in which information may be disclosed.

Relationship Terms:

IRA and the Host Company are independent companies free to engage in normal business operations and activities without limitation or interference. The relationship between the parties is valid for the period of the internships agreed on unless terminated or ended by either party according to the terms of this Agreement.

Publication Usage:

Host Company shall permit IRA to use its name, logo, or trademark on its website or in publications unless otherwise requested not to do so in writing.

Expenses:

Host Company is responsible for any and all expenses incurred by the Host Company and any and all work-related expenses incurred by the intern on behalf of the Host Company while on the job. This includes, but is not limited to, job-related transportation, business supplies, telephone usage, postage, and office or business lease payments required by the Host Company as part of the intern responsibilities and tasks. Neither IRA nor the Host Company shall be responsible for living expenses incurred by the intern; this includes costs to commute to and from the Host Organization, accommodation, etc., unless otherwise agreed upon in writing.

Fees

In order to participate in the Internship-to-Career Program, the host company is required to pay IRA an annual management fee in the amount of \$1,000. Submit annual payment to Imperial Regional Alliance, Inc., PO Box 3005, El Centro, CA 92244. Tax ID #45-5333507.

Taxes:

The Host Company shall be responsible for reporting and ensuring that all applicable Local, State and Federal employment taxes are paid, including estimated taxes, pertaining to the services provided by the Host Company under the terms of this Agreement, as required by law.

2. Host Company Responsibilities

The Host Company, listed above, agrees to:

- 1) Promptly notify IRA of any changes, deviations, or concerns about the Internship Placement Plan during the program.
- 2) Provide IRA with written copies of any additional agreements between the Host Company and intern regarding accommodation or transportation, if provided by the Host Company.
- 3) Immediately notify IRA if the internship program is discontinued, cancelled, or terminated for any reason.

- 4) Abide of all laws (Federal, State and Local) regarding health and safety, as well as all IRA Internship-to-Career Program rules and regulations. Host Company agrees to contact IRA immediately in the event of any emergency situation involving the intern.
- 5) Furthermore, the Host Company agrees not to assign the intern more than 20% clerical work or work that is not necessary for the successful completion of the internship program.
- 6) Not to use the internship program to displace workers or as substitute for a position where one would normally hire a regular employee for work purposes.
- 7) Complete and provide IRA with signed copies of the required mid-point and final evaluations of the intern in a timely manner.
- 8) Provide the intern with an appropriate orientation at the beginning of the internship program to orient them to the Host Company and ensure they understand the Host Company rules, resources, equipment, personnel, and safety regulations.

3. Hold Harmless

The Host Company hereby promises, undertakes and guarantees to hold harmless and to indemnify Imperial Regional Alliance and all other persons connected with the program and application process from all liabilities, claims, actions, damages, expenses and losses of any nature whatsoever caused by or arising from any aspect of the internship, and to hold IRA, its officers, and representatives harmless in the event of any liabilities, actions, claims, expenses, damages, or losses incurred through any act, omission, or error of the Host Company, its agents, or representatives, and/or intern activities, except in the event of willful negligence on the part of IRA.

The Host Company understands the risks of taking on an intern, which include, but are not limited to, termination of the position; the intern getting fired; injury to the intern; business bankruptcy; reduction of Host Company personnel; disappointment with the internship program; changes in immigration laws or regulations; injury or death due to travel by air, water, or land; acts of God; physical or mental disease, injury, or defect.

The Host Company has been informed of the procedures and costs involved in preparation for and participation in the internship program. Furthermore, the Host Company understands that IRA cannot guarantee the result of outcome of any internship program. The Host Company understands that IRA has made reasonable efforts to ensure program success but cannot ensure that problems will not occur which could to firing, termination, or expulsion of the intern. IRA reserves the right to terminate the program based on its judgment and discretion.

The Host Company agrees to not hold IRA liable in the event that the intern does not succeed in completing the program and agrees that the internship procedures and expectations have been presented and explained to its understanding and satisfaction.

4. Choice of Law

Any and all disputes arising under or out of this Agreement shall be governed by and resolved in accordance with the laws of the State of California, USA. No other law shall be applicable. Any lawsuit arising out of this Agreement or in connection with this Agreement in any manner may only be brought in Imperial County, California, USA.

5. Final Reminders

Host Company agrees that the intern will be continuously supervised for the duration of the program and that the intern performance will be evaluated. Furthermore, the Host Company understands that both the Host Company and the intern must complete, sign, and return the required mid-point and final evaluations provided by IRA when instructed to do so.

Host Company agrees to notify IRA in writing if the intern fails to begin the program as scheduled, quits or abandons the program, or is terminated for any reason before the official end date listed on Agreement and on the Internship Placement Plan.

Host Company understands that IRA must be informed of any changes in the intern supervision and contact information, including the site of activity where the internship is taking place, and/or if any difficulties arise that may affect the successful completion of the program.

Furthermore, the Host Company is aware that changes in the intern program dates, activities, or location must first have written approval from IRA. Any changes without IRA knowledge or consent may require a new Internship Placement Plan to be approved.

Signatures

By signing below, I certify that I am the Supervisor (and Contact, if applicable) named at the top of the Agreement and that all information given above is true and accurate to the best of my knowledge and that I am authorized to sign this document on behalf of the Host Company.

Host Company Supervisor's Signature: _____ Date: _____

IRA Representative's Signature: _____ Date: _____