



MPCS Alumni Internship Program Policies

Coordinators:

John Braswell, Alumni Relations Manager

Jodee Foster, Human Resources Director

Program Description:

The Mount Paran Christian School (MPCS) Alumni Internship program provides opportunities for MPCS alumni who are pursuing career objectives and would like to partner with the school in gaining valuable hands-on experience with a particular department of the school that relates to the career they are pursuing. Alumni selection is based upon the degree/career objectives match and the school's internship offerings, the intern's character, initiative, and level of college completion. Interns receive no compensation, as the objective of the internship program is for alumni-participants to acquire experience, knowledge, and skills that apply to their career field of interest. Each placement is individualized, and participants can receive college credit if communications between their attending-college and the specific MPCS internship department have been established and internship expectations and guidelines are agreed upon and eventually achieved.

Authorization:

Department administrators who plan to add interns for specific assignments must complete an Intern Job Description. The following must be included on the requisition form: a) hours of internship, b) duration of the expected work, c) the specific requirements and duties of the position. The Intern Job Description for these positions will be sent to human resources (HR).

Department orientation.

The intern will be provided with an in-depth review of department functions and activities by the department/ intern coordinator. The department review will occur on the first day of the internship.

Working from home:

Interns are not permitted to work in a private home or from their own home without specific approval. Interns may be permitted to work from home as a result of laws, orders, regulations, policies, procedures, or guidance from federal, state, or local authorities, or health organizations.

Professionalism

Interns are expected to always behave in a Christ-like manner. Interns participating in the MPCCS Internship understand that they represent Mt. Paran Christian School and, as such, are expected to meet all standards set forth by Mt. Paran Christian School.

Department Rules:

Interns are expected to respect and abide by all regulations and rules established by their department administrator, as well as all MPCCS policies and procedures.

Attendance and Punctuality:

Interns are expected to be present and punctual for all scheduled work shifts. Should interns need to be absent due to illness or family emergency, interns are expected to provide as much notice as possible to their department administrator.

Insurance Benefits:

Mt. Paran Christian School does not provide any type of insurance coverage for Alumni participating in the internship program. Interns are responsible for providing their own medical insurance.

Personal Vehicle:

Intern understands that if they are using a personal vehicle when traveling to or from the internship, MPCCS has no liability for personal injury or property damage that may result from its use. Intern agrees to rely solely on personal vehicle insurance.

Selection Process:

Each internship opportunity will be posted on the MPCCS Network. Once the intern has completed the Internship Application, the application will be sent to the Selection Committee for consideration. The Selection Committee will consist of three people: 1) Alumni Relations Manager, 2) one person from the current Alumni Council and, 3) a current MPCCS employee that is an alumnus.

Once the final candidate is selected, the intern must sign the MPCCS Covenant Agreement, sign the internship program policies, and have a cleared background check on file in Human Resources.

Requirements:

- Must be an alumnus of MPCS.
- The internship must align/match with the degree/career interest.
- All interns must agree to submit to a national criminal and sex-offender background check. The background check must be clear before the intern begins working on the MPCS campus.
- Interns must sign and abide by the MPCS covenant contract.
- Intern applicants must successfully complete an intern application followed by a successful interview with the internship coordinator.
- To successfully complete the internship, all interns must the agreed-upon internship guidelines and expectations as established by the MPCS Intern Coordinator

Internships:

- Internship length and weekly hours expectations will be determined and agreed upon by the department administrator, and intern.
- Failure of the intern to meet expectations of the internship or failure to abide by the MPCS covenant guidelines may result in the termination of the internship by the Director of Human Resources.
- Upon successful completion of the internship, the intern is awarded a certificate of completion and a reference letter written by the department administrator stating successful completion of the internship.

Signatures:

Intern Signature

Date

Department Administrator Signature

Date