



FIELD WORK TERM STUDENT-EMPLOYER AGREEMENT

The Field Work Term is a vital component to the Bennington College curriculum, turning theory into practice as students explore connections between academic pursuits, personal interests, and the world of work. The College seeks to support students by providing a space for creating student-centered experiential learning opportunities that complement their respective fields of academic study. The Employer seeks to help train students with industry-specific and general career readiness skills.



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FIELD WORK TERM AT BENNINGTON COLLEGE

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These guidelines are not all-encompassing. They are intended to serve as a framework within which the Field Work Term and career planning process should function, and as a standard of professionalism to be upheld. If you have any questions please call the Career Development and Field Work Term Office at 802.440.4321 or email at fwt@bennington.edu. Please read the following terms, and check each box to indicate your understanding of the associated responsibilities.

STUDENT AGREEMENT TERMS

- Email the Career Development and Field Work Term Office at FWT@bennington.edu immediately to request any changes or updates to your registered Field Work Term prior to or during your Field Work Term. All changes are subject to approval from the Career Development and Field Work Term office which may include: changes in location, work hours, direct supervisor, living arrangements, and/or site.
- Students completing on-site work assume full responsibility for understanding the health, safety risks and appropriate precautions relevant to their work sites. This includes but is not limited to: researching the official safety recommendations specific to their locations (such as guidance from the **CDC, World Health Organization**, and state/local health departments), proactively communicating with their employers or mentors to understand site-specific safety issues, and consulting with their families. Details on students' responsibilities are available in the **Release, Waiver, and Acknowledgment of Risk Statement**, which all students sign as part of their Field Work Term registration.
- Carefully track all work-related activities, completed tasks, and time spent at your Field Work Term site via a required weekly log. Each week students should reflect and summarize their work. This log must be signed by their supervisor/mentor at the end of Field Work Term and submitted to the Career Development and Field Work Term office.
- Complete a minimum of 200 total hours of Field Work Term work.** Most students complete the full 200-hour requirement through one primary site. Students may complete 140 hours through a primary site and 60 hours through a supplemental unregistered job, or split their 200 hours evenly between two part-time 100 hour primary sites.
- Work the agreed-upon hours according to a set schedule; be punctual and engaged at work. Meet foundational employer expectations such as clarity in communication, appropriate attire, taking initiative, incorporating feedback, and dependability.

- Execute all assigned duties as instructed by your supervisor/mentor. If any responsibilities are unclear, seek clarification from your supervisor/mentor. Furthermore, remain receptive to the broadening of the scope of responsibilities as an opportunity to cultivate new skills.
- Initiate timely communication with your supervisor and/or the Career Development and Field Work Term Office to address any concerns as they arise. For instance, if you encounter challenges in coordinating your Field Work Term experience or have uncertainties about your responsibilities, proactively share this information to facilitate swift resolution and ensure a smooth progression in your professional development.
- Regularly check your Bennington email for important messages from the Career Development and Field Work Term Office, and ensure that you are accessible by phone to promptly address any issues that may arise.
- Adhere to applicable local, state, federal, and international laws throughout every aspect of your Field Work Term experience. For example, if your Field Work Term involves international travel or collaboration, ensure compliance with relevant laws and regulations in the host country, demonstrating a commitment to ethical and legal practices in your professional endeavors.
- Submit all end-of-term assignments and required documentation by the published end-of-Field Work Term deadlines. Successful completion and submission of these materials is required to receive a Passing Assessment for Field Work Term. Failure to submit materials on time may result in a Fail assessment for your Field Work Term. **Be mindful that your reflections and evaluations will become a permanent part of your transcript; therefore, exercise caution and thoughtfulness in crafting your responses.**
- Arrange a meeting with your supervisor/mentor to comprehensively discuss and assess the employer's evaluation before concluding your Field Work Term experience. This collaborative review allows for a thorough examination of your performance, providing valuable insights, constructive feedback, and an opportunity to reflect on the overall learning experience.

EMPLOYER AGREEMENT TERMS

- Complete Field Work Term experience approval and any required action items by the deadlines communicated via email to ensure the registration process moves forward effectively. This includes a final evaluation of your intern's performance during the Field Work Term experience and any other follow-up via the Handshake platform.
- Communicate with the Career Development and Field Work Term Office regarding any changes or updates in the structure of the Field Work Term experience offered, more specifically any changes in duration, location, work hours, direct supervisor, living arrangements, and/or site.
- Clarify internship details and expectations with the student in writing prior to the start (when possible) or minimally within the first week of the Field Work Term, including job description, work schedules, internship duties, supervision structure, communication protocols, sick days, etc.

- Abide by federal and state internship compensation rules, if applicable. We ask employers or mentor to review state guidelines along with the **U.S. Department of Labor's standards for internship compensation.**
- Adhere to state and federal **non-discrimination laws** outlined by the U.S. Equal Employment Opportunity Commission. The Employer will not discriminate on the basis of age, sex, religious belief, race, color, national origin, disability, marital status, sexual orientation, or gender identity.
- Adhere to all sexual misconduct, sexual harassment, and non-discrimination laws in alignment with Title IX of the Education Amendments of 1972. For instance, ensure that your conduct and interactions with colleagues and peers promote a safe, respectful, and inclusive environment, demonstrating a commitment to upholding the principles of Title IX.
- Employers or mentors will provide comprehensive reviews of their sexual and non-sexual harassment policies and protocols with their student intern, either through discussions or other orientation programs. This ensures that interns are well-informed and equipped with the necessary knowledge to contribute to a safe and respectful work environment.
- Maintain a work environment that is safe, supportive, inclusive, and respectful of the diversity of our students. Any employers or mentors that do not align with the College's antiracist values will be banned from the Field Work Term program.
- Ensure that students have access to all essential equipment, materials, software, hardware, and facilities required to support a successful Field Work Term experience. For instance, if a student is engaged in a graphic design internship, the employer should provide access to relevant design software, a functioning computer with necessary specifications, and a dedicated workspace conducive to creative work. This ensures that students have the tools and resources they need to thrive in their roles.
- Provide thorough training and supervision to facilitate positive learning outcomes for the student. For example, beyond daily feedback, supervisors often schedule a weekly check-in to discuss tasks, address questions, and establish new goals. This structured approach ensures that interns receive consistent support and guidance throughout their Field Work Term experience.
- For employers or mentors supervising on-site internships, maintain a safe and healthy workplace environment, particularly as it relates to public health matters. Adhere to official public health guidance and regulations for their location and work setting, including (but not limited to) from the **CDC, World Health Organization, Department of Labor**, and state/local governments.
- Maintain a safe and productive working environment which will help foster professionalism and ethical workplace conduct. Additionally provide safety training for equipment, material, and facilities used during the Field Work Term experience.
- Initiate open communication with the student and/or the Career Development and Field Work Term Office regarding any concerns, such as behavior or performance, in a proactive manner.
- Provide substantial work to fulfill the agreed upon Field Work Term hours, typically totaling 200, to allow students to complete the Field Work Term academic requirement.

- Designate a staff person (if not themselves) to supervise, mentor, and provide feedback to the student and serve as a liaison to the College. This person must be available by phone and email for contact with the College as needed.
- Conduct an exit interview with the student during the last week of the Field Work Term to facilitate a comprehensive discussion and exchange of feedback.
- Complete an online evaluation of student performance before the end of Field Work Term and meet with the student(s) to review their full evaluations. Responses will be added to their academic record for review by their faculty advisor, and incorporated into the student's permanent Bennington transcript.

TERMINATION

- Either party, be it the student or the employer, can conclude an internship by providing written notice to the Field Work Term Office. Causes for termination on the employer's or mentor's side may encompass reasons such as unsatisfactory performance, persistent absenteeism, failure to fulfill essential job requirements as agreed upon, or other breaches of the outlined terms. On the student's side, termination may be prompted by unsafe or uncomfortable work conditions, non-compliance with non-discrimination policies, an insufficient supervision structure, significant deviation from the specified job description, or other violations of the established terms.