



Post Office Box 12275
Pensacola, FL 32591-2275
info@pensacolayp.com

Dear Employer:

On behalf of the Pensacola Area Chamber of Commerce and the University of West Florida, Pensacola Young Professionals would like to thank you for your interest in participation of the *Internship Pensacola* program. We look forward to having you as one of our employers for the upcoming summer academic semester. This is an exciting new program that will benefit local employers, students and the local community and we are pleased to have you as a participant.

This commitment letter shall serve as the employment engagement letter agreed upon by the employer. Please read and then sign below to indicate acceptance of the following responsibilities.

Employer Commitment and Responsibilities:

Employers will have identified within their organizations meaningful full-time work for the entire duration of the internship that will prove to be educational and challenging for the interns, as well as beneficial for their respective organizations. Employers will complete the “Job Description” form with this information and submit to “Internship Pensacola.” Please prepare submissions for the web site remembering that you are marketing your position to a college audience.

The selection of a student will be made by the Employer. “Internship Pensacola” makes no representations concerning the suitability of any Student for any position.

All students will be employees of the Employer. Each Student will be:

- paid by the EMPLOYER
- covered by EMPLOYER’S workers’ compensation and liability insurance
- considered “at will” employees and thus expected to meet all the standards for employment as other employees, including risk of termination for insufficient or substandard work performance

All employers must be able to handle the hiring process via email and internet services. Most all correspondence between “Internship Pensacola” the employer and the Student will be handled via email and the web.

The employer is encouraged to personally interview the Students before selecting them for any position.

Dates

In order to reduce the requirements of the employers, "Internship Pensacola" will be posting the job descriptions on the designated program web-site. In order to ensure this process flows smoothly, each employer will need to provide "Internship Pensacola" with a detail job description. Acceptance of job descriptions for posting will be at the sole discretion of "Internship Pensacola." The Intern Description Worksheet must be submitted electronically via e-mail.

The employment process will be on a first come first serve basis. With this in mind, "Internship Pensacola" suggests that the Employer return all necessary documentation as early as possible. We are going to have a limited number of positions and want to give all employers an equal opportunity to select from the candidate pool.

Employers and Students must each complete the Commitment Letter and submit it to "Internship Pensacola." It is the responsibility of "Internship Pensacola" to forward the Commitment Letter to the Student.

The internship can begin as early as May 14th, 2007 and last for 12 weeks. Arrangements between Employers and Students for a shorter term shall not be permitted without the prior written approval of "Internship Pensacola."

Timeline

January 1-15 th	Receive employer commitments.
January 15 th	Website with job descriptions opens to students
Jan 15 th – Mar 1 st	Students submit applications; Employers interview students as applications are received
By March 9 th , 2007	Employers select interns and submit Commitment Letter; Students accept positions by signing Commitment Letter
By April 15 th	Students accept positions, register for Internship Pensacola course and positions are finalized
May 14 th – August 10 th , 2007	Internship Pensacola participants learn about and experience working and living in Pensacola

This Memorandum of Understanding, when executed below, will serve as the agreement between "Internship Pensacola" and Employers.

Employer: _____

Address: _____

Signature: _____ Signature: _____

Print: _____ Print: _____

Date: _____ Date: _____