

INTERNSHIPS

ACES CESFAS

CESFAS Internship Employer Letter of Understanding

Dear Employer:

Thank you for accepting _____ as an employee of your company. The Center of Excellence in Sustainable Food and Agricultural Systems (CESFAS) at New Mexico State University is focused on supporting value-added agricultural efforts throughout the state of New Mexico and southwest. As such, the students will be completing this internship as an asset towards their degree and career readiness. One aspect of our program is the work-related component which requires the student to receive practice experience (400+ hours) in the industry to enhance the theoretical knowledge acquired in the classroom. All that we ask of you is that:

- Within practical limits, the students should be allowed to gain as much exposure to the operation as possible.
- Upon completion of the 400+ work hours, the student needs to be evaluated by their supervisor, using the Intern Evaluation form provided by CESFAS or faculty advisor.
- In accordance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Vocational Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal and state laws, executive orders, rules and regulations, I assure New Mexico State University that I, as a representative of my company, will not discriminate against interns on the basis of age, ancestry, color, disability, EEO-based retaliation (attributed by filing complaint of discrimination, participating in an investigation, opposing discriminatory practices or exercising other rights under discrimination laws), gender identity, genetic information (GINA), national origin, race, religion, serious medical condition, sexual orientation, spousal affiliation, protected veteran status, or sex (includes: sexual misconduct, harassment or violence). I certify that the organization/activity which I represent or own, is an Equal Opportunity Employer.

We appreciate your company's participation in this program. Should you have additional questions regarding the internship program, please contact Dr. Chaddy Robinson, chadelle@nmsu.edu or 575-6465093.

Company Name

Name & Title of Supervisor

Company Telephone

Signature of Supervisor

Date

Intern's Name



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and Environmental Sciences
Center of Excellence in Sustainable
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