



TOOLS

Internship Contract

<i>Student Name</i>	<i>Birth Date</i>
<i>Grade and Age</i>	<i>Telephone</i>
<i>Address</i>	<i>Name of Workplace</i>
<i>Name of Worksite Supervisor</i>	<i>Position</i>
<i>Starting average number of hours per week in the Internship experience</i>	<i>Starting pay (if applicable)</i>

Responsibilities of the Student

1. The student learner will keep regular attendance, both in school and at the worksite, and cannot work on any school day that he/she fails to attend school; he/she will notify the school and employer if unable to report. (The student's Internship agreement will be terminated if he/she does not remain in school.)
2. The student will show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, good dress and a willingness to learn.
3. The student will consult the teacher/coordinator about any difficulties arising at the work site.
4. The student will conform to the rules and regulations of the work site.
5. The student will furnish the teacher/coordinator with all necessary information and complete all necessary reports and assignments.

Responsibilities of the Parent/Guardians

1. The parent/guardian(s) will encourage the student to effectively carry out duties and responsibilities.
2. The parent/guardian(s) will share the responsibility for the conduct of the student while enrolled in the work-based learning experience.
3. The parent/guardian(s) will be responsible for the safety and conduct of the student while traveling to and from the school, the work site and home.

Responsibilities of the Worksite Supervisor

1. The worksite supervisor will endeavor to employ the student for the agreed upon number of hours each week for the entire internship experience.
2. The worksite supervisor will adhere to all federal and state regulations regarding employment, child labor laws, minimum wages and other applicable regulations.
3. The worksite supervisor will ensure that the student is afforded continual learning opportunities throughout the assignment.
4. The worksite supervisor will consult the teacher/coordinator about any difficulties arising at the worksite.
5. The worksite supervisor will review learning objectives and evaluate the student using the *Internship Plan and Evaluation*.
6. The worksite supervisor will provide time for consultation with the teacher/coordinator concerning the student.

Responsibilities of the Teacher/Coordinator

1. The teacher/coordinator will see that the necessary related classroom instruction is provided to prepare the student for the Internship experience.
2. The teacher/coordinator will make appointments to visit the site to consult with the site partner.
3. The teacher/coordinator will evaluate the student.
4. The teacher/coordinator will provide support and assistance to the site partner as requested.
5. The teacher/coordinator will communicate all pertinent information to site partner, student and parents/guardians.

This agreement may be terminated by mutual consent of the worksite supervisor and the teacher/coordinator. It is understood the parties participating in this agreement will not discriminate in employment opportunities on the basis of race, religion, color, sex, or national origin.

<i>Student Signature</i>	<i>Date</i>	<i>Worksite Supervisor Signature</i>	<i>Date</i>
<i>Parent/Guardian Signature</i>	<i>Date</i>	<i>Teacher/Coordinator Signature</i>	<i>Date</i>