

## Internship Program

- Academic Credit Awarded
- Unpaid Work-Based Experience

### RESPONSIBILITIES AGREEMENT

#### STUDENT'S RESPONSIBILITIES:

*The student agrees to . . .*

1. work a minimum of 135 hours of documented time at the internship site.
2. have parental permission and support to participate in the internship program.
3. have their internship assignment aligned with student's course of study (career prep, college tech prep, college/university prep, or occupational) and career pathway.
4. write a paper outlining the internship experience.
5. maintain a journal of work experience, which will be checked for grammar and spelling.
6. provide their own transportation to and from the internship site.
7. provide a signed parental waiver/medical release.
8. complete an evaluation of the work-based experience.
9. conform to all rules and regulations of the place of employment. Special attention is called to the regulations concerning dress, conduct, and attendance.
10. behave with honesty, responsibility and integrity. A student who loses his/her internship position because of dishonesty, inefficiency, lack of interest or failure to comply with school or employer regulations will also be dismissed from the Internship Program indefinitely.
11. participate in the internship experience until the end of the semester.
12. adhere to child labor laws.
13. secure a work permit prior to starting the internship.

#### PARENTS/GUARDIAN'S RESPONSIBILITIES:

*The parent/guardian agrees to . . .*

1. participate in the Orientation Session with the student and the employer.
2. encourage the student intern in the performance of his/her duties and will take an active role in discussing future career plans with the student intern.

3. verify that the student is covered by insurance in case of accident in route to and from the job site and while at the job site.
4. sign the appropriate forms supporting the student participation in the Internship Program.

#### **EMPLOYER'S RESPONSIBILITIES:**

##### ***The employer agrees to:***

1. sponsor the student(s) for a minimum of 135 hours during the school semester.
2. insure that the student(s) signs in and out and records hours for each visit.
3. provide training for the student in accordance with the goals, competencies and skill standards established for the internship.
4. provide instruction in a safe and correct manner while supervising the student's work.
5. ensure that the student(s) experiences all aspects of the business, in order to see how positions relate to each other and the business as a whole.
6. evaluate the student's performance on a regular basis. Career Ready personnel will use employer input in determining the student's grade for each grading period.
7. review the student's journal regularly and initial and date each time.
8. permit school officials or their representatives to regularly review the progress of the student at the internship site.
9. allow interns to attend seminars on career-related topics, sponsored by Career Ready, if scheduled during the regularly scheduled internship time.
10. participate in brief orientation session with the student intern and parents.
11. assist the intern(s) in setting goals for the internship and make the internship as challenging as possible.
12. notify Career Ready personnel immediately if student intern(s) is not attending his/her internship promptly and regularly.
13. confer with student(s) and provide honest feedback on his/her strengths and areas in which he/she needs to improve.
14. adhere to child labor laws.

#### **SCHOOL CONTACT PERSON RESPONSIBILITIES:**

##### ***The School Contact Person agrees to . . .***

1. inform eligible students about the Internship program.
2. screen candidates and encourage those students who may benefit from the Internship Program to apply.
3. assist student applicants with the application process and materials.