Internship Commitment Contract

 OVERVIEW & PURPOSE

Learning is not limited to the classroom. internship programs empower students to develop leadership, academic, and technical skills needed in the global economy for continuous learning and workforce success. offers opportunities for students to develop specialized skills while in high school and apply academic knowledge in real world settings. Internship opportunities are a supervised, work-based learning experience in a paid or unpaid position that are matched to the intern’s skills and personality. The internship provides on the job experience and valuable industry networking.

# GOALS

1. Support academic achievement for students by supporting exploration of areas of academic, career, or services interests.
2. Ensure community collaboration by establishing positive relationships between the program, school, employers, and the community.
3. Enable students to earn academic credit for targeted work experiences outside the classroom.

# OBJECTIVES

1. Personal growth for students is encouraged and developed.
2. Students will develop good work ethics.
3. Students will strengthen their communication skills.
4. Students will develop an awareness of the community’s vast resources and the world of work.
5. Students will connect classroom learning with career opportunities.

STUDENT RESPONSIBILITIES

The student recognizes that the Internship experiences will contribute to his/her career objectives and agrees to the following:

1. Understands there is no guaranteed or assigned workplace.
2. Accept responsibility for providing transportation to and from the workplace.
3. Abide by the rules, regulations, policies and procedures of the workplace, the School District, and the Internship Program.
4. Understands that once a position is accepted, a commitment has been made to the Business Partner Employer-Mentor. It is expected that the student-learner will be at the Business Partner for the length of the Internship commitment.
5. Be responsible to be at the workplace every scheduled day at the appointed time.
6. Follow the directions of the Business Partner Employer-Mentor.
7. Do nothing intentionally to disrupt the normal routine of the workplace.
8. Exercise confidentiality and respect with regard to information gained during the Internship.
9. Agrees to demonstrate courtesy, a cooperative attitude, appropriate dress, and a willingness to learn. Behavior to the contrary may lead to dismissal from the Internship Program.
10. Understands that any breach of trust, professionalism or ethical behavior (i.e. any evidence of dishonesty with money, merchandise, time or effort) may result in dismissal from the Internship Program.
11. Agree to communicate with the Business Partner Employer-Mentor and the Teacher-Coordinator at all times.
12. Understands that the student will be Internship Coordinator for their performance of their training contract, outlined state standards within and adherence to professional conduct annotated below and during the required 9 week training. .

# PROFESSIONAL CONDUCT

**Attendance** - Adhere to school and work agreed upon hours and days of internship.

**Absences** - Unforeseen seen absences may occur. Please notify your Internship Coordinator and Business Partner Employer-Mentor prior to any absence. If necessary, you may be required to make-up missed hours. Excessive absences may result in termination from internship program.

**Professional Appearance** - Take pride in your personal appearance. Follow all district and employer dress code policies. Dress appropriately for the training site, including all appropriate clothing and personal protection equipment.

**ID Cards** - Be in possession of your school ID at all times. If your Business Partner Employer-Mentor issued you an ID, be sure to always wear your issued ID.

**Electronic Devices** - Follow guidelines established by Business Partner Employer-Mentor involving use of electronic devices.

**Confidentiality** - Conform to rules, regulations, and safety standards of the training site and maintain confidentiality.

# PARENT RESPONSIBILITIES

The Parent/Guardian agrees to:

1. Parent/Guardian has been supplied with a copy of the training and law governing student workers.
2. Commit to support the student, Business Partner Employer-Mentor, and Internship Program.
3. Participation of the student-learner in the Internship Program and will encourage the student-learner to effectively carry out duties and responsibilities both in the classroom and at the training site.
4. Contact the Teacher-Coordinator regarding all questions/concerns pertaining to the Internship experience.
5. Understands that students will be graded in part on performance of their training contract, outlined state standards within and adherence to professional conduct annotated below and during the required 9 week training.
6. Understands that the internship will occur away from school, after school hours, and that the teacher Internship Coordinator will not always be present at the work site with the student learner/intern during work hours.

# MATERIALS NEEDED

1. Internship Program Application
2. Internship Commitment Contract
3. Student-Parent/Guardian Contract
4. Student Intern Acceptance and Welcome Letter
5. Student Information
6. Placement Agreement
7. Training Plan
8. Daily Work Journal – Weekly
9. Weekly Log Hours
10. Quarterly Hours Verification Summary
11. Student Intern Evaluation Report
12. Student Intern Workplace Readiness Professional Portfolio
13. End of Program Student Intern Experience Evaluation

Student (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_Student Number\_\_\_\_\_\_\_\_\_\_School Site\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_