

Out-of-School, Unpaid Internship Training Agreement

STUDENT _____ INTERNSHIP SITE _____

INTERNSHIP SITE ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

INTERN SITE MENTOR _____ FAX _____ CELL _____

INTERN'S TITLE _____ TIME RELEASED TO INTERN _____

DURATION OF TRAINING _____ THROUGH _____ CAREER AREA _____

This is a training agreement between the student, employer, school, coordinator, and parent/guardian. Compliance with Federal and State laws governing employment will be required. The employer, coordinator, parent/guardian, or school administrator may discontinue the training agreement at any time, but each agrees to notify all other parties in advance. THE PARTIES TO THIS AGREEMENT DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR DISABILITY.

THE INTERN SITE MENTOR AGREES TO:

1. Understand that the student intern is not entitled to wages for the time spent in training and is not entitled to a job at the conclusion of the internship period. The internship is to benefit the student in career exploration. The student intern should not displace regular employees, but work under their close observation.
2. Understand that the student intern will follow the school schedule on alternate schedule and inclement weather days.
3. Assist in the development of the student's Training Plan and complete evaluation on the student's performance.
4. Provide the student with a variety of experiences and training related to his/her career area. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
5. Provide the student with a minimum average of 5 hours per week per credit hour of internship.
6. Communicate questions and concerns directly to the school site coordinator.
7. Train the student on emergency and safety procedures as well as confidentiality policies.

THE STUDENT AGREES TO:

1. Report to the internship site regularly at the designated time and notify the intern site mentor prior to any absences.
2. Attend any necessary training sessions and comply with all policies and procedures at the internship site and at school.
3. Be cooperative, respectful, well-groomed and appropriately dressed at the internship site.
4. Complete Weekly Work Reports and all internship assignments in a timely manner.
5. Understand that any breach of confidentiality will result in immediate dismissal.
6. Maintain excellent behavior, grades and attendance at school.
7. Confer with the school intern site coordinator as requested.

THE SCHOOL SITE COORDINATOR AGREES TO:

1. Assume responsibility for developing the student's training plan and ensure that each plan is followed.
2. Serve as a liaison between the parents, student, intern site mentor and school personnel.
3. Maintain contact and offer necessary guidance and/or assistance to both student and intern site mentor
4. Assist in the evaluation of the student.

THE PARENT OR GUARDIAN:

1. Provide proof of health and liability insurance coverage: understanding that because the student is not an employee of the internship site, no worker's compensation or other insurance would apply. The intern and parent/guardian assume all responsibility, accountability, and liability for any and all acts arising out of the student's participation in the career internship program, including but not limited to the operation of a motor vehicle to and from the internship site.
2. Allow the school site coordinator to share relevant cumulative school record information that would be helpful in assisting the student at the internship site, in compliance with the Family Rights and Privacy Act.
3. Communicate questions and concerns directly to the school site coordinator, not the intern site mentor.

I FULLY UNDERSTAND THE ABOVE CONDITIONS AND AGREE TO COOPERATE IN THEIR IMPLEMENTATION:

Student Signature Date

Parent/Guardian Signature Date

Intern Site Mentor Signature Date

School Site Coordinator Signature Date