

Out-of-School, Unpaid Internship Training Plan

STUDENT _____ SCHOOL SITE COORDINATOR _____

INTERNSHIP SITE _____ INTERN SITE MENTOR _____

CAREER AREA _____ DURATION OF TRAINING _____ THROUGH _____

This is a training agreement between the student, intern site mentor, school site coordinator, and parent/guardian. Compliance with State laws governing internships will be required. The intern site mentor, school site 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.

SCANS Skills

- Understand and apply Workplace Competencies and Foundation Skills as described below from the Secretary's Commission on Achieving Necessary Skills (SCANS)

Workplace Competencies

- Resources: Effective use of time & materials.
- Information: Organize, & process information neatly and accurately
- Interpersonal skills: Teamwork, service, attitude, cooperation, and maturity
- Systems: Accepts constructive guidance to monitor and correct performance
- Technology: Select & use appropriate technology, troubleshoot equipment problems

Foundation Skills

- Basic Skills: Communicates effectively in speaking, listening and writing
- Thinking Skills: Follows directions & rules, thinks creatively to solve problems
- Personal Qualities: Attendance, punctuality, dependability, motivation, appearance

School-Based Tasks and Assignments

Attendance and Dress Code – Interns must sign in and out at the designated area as they arrive at depart at various times dictated by their internship schedule. Interns must be reliable and punctual and must follow the dress code required at their internship site.

Weekly Reports – Secure and complete the report form documenting the internship experience

Trimester Log – Complete a log of work dates and hours for the trimester

Internship Summary – Write a paper summarizing your internship experience at six and twelve-week intervals

Intern Site Mentor Evaluation – Secure evaluation forms, deliver them to the Intern Site Mentor at six and twelve-week intervals, and ensure their return to the school site coordinator when due

Internship Site Tasks and Assignments

(List of specific tasks, assignments, projects, and observations expected of your Intern)

- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____

Student Signature

Date

Parent/Guardian Signature

Date

Intern Site Mentor Signature

Date

School Site Coordinator Signature

Date