

## In-School Intern Training Agreement

<b>Intern Name</b> _____	<b>Course Name</b> _____	<b>Course Number</b> _____
<b>Intern Site Mentor</b> _____	<b>Graduation Year</b> _____	
<b>School Year</b> _____	<b>Trimester</b> _____	<b>Period</b> _____

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.**

**THE INTERN SITE MENTOR:**

1. Will develop a training plan designed to meet the requirements of the course indicated above.
2. Will orient the intern to rules and specific work tasks as stated in the Training Plan.
3. Will provide training, guidance, and supervision of the intern.
4. Will sign weekly reports and complete intern evaluations.
5. Will communicate regularly with the school site coordinator about the intern's performance.
6. Will release the intern from required duties to attend scheduled seminars with the school site coordinator.
7. Will document absences, tardies and passes out of scheduled area and report this information to the attendance office daily.

**THE STUDENT INTERN:**

1. Will comply with all policies of the internship program and follow all guidelines established by East Allen County Schools.
2. Will complete assigned work tasks as directed by the intern site mentor.
3. Will complete Weekly Reports with intern site mentor's signature and turn in as required.
4. Will attend scheduled seminars and turn in all seminar assignments on time.
5. Will wear a Name Badge while working as an intern.
6. Will not enter the Teacher's Lounge for any reason while carrying out internship duties.

**THE SCHOOL SITE COORDINATOR:**

1. Will obtain required forms and signatures in compliance with the Indiana state guidelines.
2. Will assist in the development of the training plan with intern site mentor as needed.
3. Will provide required forms and evaluation tools to intern site mentors.
4. Will arrange seminars for Interns.
5. Will assist Intern site mentor with intern noncompliant behavior as needed.
6. Will assign the Intern's grade and grant credit with input from the intern site mentor.

**THE PARENT OR GUARDIAN:**

1. Will agree to the conditions of the student's participation in the Internship Program.
2. Will channel concerns through the school site coordinator.

**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