## Internship Agreement

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| Student Name |  |  |  |
| Address |  | Telephone Number |  |
| Career Objective |  |  |  |
| Internship Site |  |  |  |
| Address |  |  |  |
| Internship Supervisor |  | Telephone Number |  |

Student Responsibilities* Student will maintain passing grades in all academic classes.
* Student will report work related issues to Internship Supervisor and the Internship Coordinator at school.
* Student is responsible for his/her own transportation and is personally responsible and liable for their actions en route to and from the internship site. While at internship students will maintain good manners, behavior and politeness at all times.
* In keeping with the school’s attendance policy, and because attendance is considered a factor for successful employment, students must adhere to current established attendance policy at the school and the internship site.
* Attendance at school is a prerequisite for attendance at the worksite.
* If a student is going to be absent, for whatever reason, it is his/her responsibility to notify the employer and the Internship Coordinator.
* If a student wishes to terminate his/her internship, they must notify the Internship Coordinator and give the employer two weeks notice. Every effort will be made to resolve the problem to the employer’s/student’s satisfaction. If this is not possible, student is expected to return to a full seven period a day schedule on the day as determined by the school.
* A violation of any of the above responsibilities may result in dismissal from the program and loss of credit

Journals* Must be done on a daily basis using the school’s provided form.
* Students are responsible to hand in or email them every Monday to the Internship Coordinator.
* Failure to do so may result in a failing grade.

Grading and Evaluations* Will be done jointly with Internship Coordinator and worksite supervisor.
* A Work-Based Learning Plan will also be implemented within the first 2 weeks of the student’s internship and goals will be established with the input of worksite supervisor and student.
* A pass/fail grade will be given based on attendance, journal writing and goal setting.
* A final reflective paper will be required at the completion of your internship.

By signing this, we accept the conditions and statements of this agreement.

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| Student  |  | Date |  |
| Parent/Guardian |  | Date |  |
| Internship Coordinator |  | Date |  |

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