

Professional Career Internship Training Agreement

Student Name _____ Job Title: _____

Address _____

Phone _() _____ Cell _() _____

Email address _____

Company Name _____

Supervisor Name and Title _____

Address _____

Phone () _____ Cell () _____ Fax () _____

Email address _____

Agreement Begins: _____ Agreement Ends: _____

General Criteria:

1. The internship is for the benefit of the student-learner.
2. The student-learner does not displace regular employees, but works under their close observation.
3. The business understands that the business does not derive any immediate advantage from the activities of the student-learner, and on occasion its operations may actually be impeded.
4. The student-learner is not automatically guaranteed a job at the conclusion of the internship period.
5. The business and the student-learner understand that the intern is/is not entitled to wages and shall not receive the same for the time spent in training.
6. A student-learner who is released from the internship by the site supervisor/mentor for a justified reason may be dropped from the program.
7. The site supervisor/mentor and the school will provide instruction and experiences at the internship site and in the classroom that will provide the student-learner with skills and attitudes necessary for life-long learning, competitive employment, and continuous improvement.

The Student-Learner agrees to:

1. Perform the necessary tasks and follow instructions as given by the internship coordinator and/or business supervisor/mentor;
2. Abide by the regulations and policies of the business and the school;
3. Attend the related class as required;
4. Provide transportation to and from the assigned internship site;
5. Notify the internship coordinator and the site supervisor/mentor on days absent or late prior to starting time (when possible);
6. Not report to the internship site on days absent from school;
7. File complete weekly reports on his/her activities as required;
8. Report to the internship coordinator as soon as possible when problems arise affecting his/her internship placement;
9. Study the student handbook and accept the conditions set forth therein;
10. Not hold the internship site liable for accidents or injuries sustained during training;
11. Dress appropriately for the school-related program as well as the internship;
12. Provide proof of medical and automobile insurance and a valid driver's license;
13. Support all activities related to the internship program, including the year-end recognition ceremony;
14. Refrain from using a personal cell phone for text messaging and/or personal calls;
15. Keep all matters confidential.

The Business agrees to:

1. Assign a training supervisor who will evaluate and supervise the student-learner as agreed upon;
2. Provide training that will meet a pre-approved training plan;
3. Meet with the internship coordinator at periodic intervals to discuss the student-learner's progress;
4. Notify the internship coordinator in advance if plans are made to terminate or alter the position of the student-learner;
5. Provide safety instruction for all tasks and duties to be performed that may present a possible safety hazard to the student-learner;
6. Provide compensation for any work done beyond the regular hours of the internship and only for said work beyond the regular hours;
7. Comply with all cooperative education student-learner applicable state and federal employment regulations, will provide student-learner equal opportunity employment, and will not discriminate on the basis of race, color, national origin, including limited English proficiency, sex, or handicapping conditions;
8. Adhere to the provisions of all state and federal child labor laws and existing labor-management agreements;
9. Evaluate the student-learner.

() *agrees to:*

1. Administer the program and provide necessary forms;
2. Provide specific and/or general related instruction;
3. Act as liaison between the parties of this agreement;
4. Maintain adequate records;
5. Notify the site supervisor/mentor in advance if the training status of the student-learner changes (when possible);
6. Make periodic contacts with the site supervisor/mentor to discuss student-learner's progress and to evaluate the training station;
7. Evaluate the student-learner and assign letter grades.

The Parent or Guardian agrees to:

1. Direct the student-learner in carrying out his/her responsibilities and to contact the internship coordinator, not the site supervisor/mentor, when problems or questions arise concerning the student learner's internship;
2. Provide insurance for the student-learner.
3. Not hold the business liable for any accidents or injuries sustained during the internship.

Student-Learner Signature Date

Parent/Guardian Signature Date

Site Supervisor Signature Date

Internship Coordinator Signature Date

It is the policy of the () not to discriminate on the basis of race, color, religion, gender, veteran status, national origin, age, limited English proficiency, or disability in its programs or employment policies as required by the Indiana Civil Rights Law (I.C.22-9-1), Title VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Professional Career Internship Training Plan

Date _____

Student's Name _____ Age _____
Last First Middle

D.O.B. _____ CIP Code _____ State Title _____

Internship Site _____ Site Supervisor/Mentor _____

Address _____ Phone/FAX _____

Curriculum Area

Agriculture, Food & Natural Res Finance Information Technology
Architecture & Construction Government & Public Admin Law, Public Safety,
Corrections & Security Arts, Audio-Video Tech & Comm Health Science
Manufacturing Business, Mgmt & Admin Hospitality & Tourism Marketing, Sales &
Service Education & Training Human Services Science, Tech, Engineering & Math
Transportation, Distribution & Logistics

Position

Career Goal _____

Duration: Beginning date ____/____/____ Ending date ____/____/____

Daily Schedule: M _____ T _____ W _____ TH _____ F _____

Appropriate Attire (what to wear and what not to wear to site):

Intern Tasks, Activities, and/or Observations:

Equipment to be used:

Safety Procedures/Training:

Knowledge, Skills, and Abilities Required to Perform Internship Responsibilities:

Internship Coordinator's Signature Date

Intern's Signature Date

Site Supervisor's/Mentor's Signature Date