

Termination Notice of Student-Intern

replace with
LOGO

Internship Program

[Coordinator's Name]

[School Name]

[Street Address]

[City, ST ZIP Code]

Phone: [phone] | **Fax:** [Fax]

[Email] | [Website]

Intern's Name: _____

Mentor's Name: _____

Internship Site: _____

Data

Intern's Graduation Year: _____

Date of Termination: _____

Course Grade at Date of Termination: _____

Reason for Termination

- Parent request
- Internship Site Mentor request
- Required forms or assignment not completed and submitted to the Internship Program Coordinator
- More concentration needed on required school courses
- Excessive absences or tardiness at school or at the Internship Site
- Failure to submit : ___ *Signature Forms* ___ *Weekly Reports* ___ *Documentation* ___ *Mentor Evaluations*
- Failure to complete tasks assigned by the Internship Site Mentor
- Unprofessional response and/or behavior toward Internship Site Mentor or co-workers
- Not complying with rules/regulations of the Internship Program including breach of confidentiality
- Document falsification including signatures
- Dress code or company policy violation
- Other: _____

Intern Status as a Result of Termination:

Verification of Termination:

*Signing this form confirms the student-intern has discussed the termination with his/her Internship Site Mentor and Internship Program Coordinator.
Signing this form does not necessarily indicate that the student-intern agrees with this termination.*

Student-Intern's Signature: _____

Date: _____

Internship Site Mentor's Signature: _____

Date: _____

Internship Program Coordinator's Signature: _____

Date: _____