

[NAME OF SCHOOL] INTERNSHIP AGREEMENT & LEARNING PLAN

This MEMORANDUM OF AGREEMENT is for the purpose of outlining the arrangement between the School and the Internship Site on the conditions of the opportunities available to the student-intern while at the Internship Site. The goal is to foster a mutual understanding, shared responsibility and a commitment to working together to facilitate hands-on experiences in a career field of interest identified by the student. It, therefore, should not be interpreted by either agency as a legal document or any form of binding contract and may be terminated or amended at any time upon mutual agreement. [School District's name] prohibits discrimination in matters affecting access to programs on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.

THE STUDENT AND/OR PARENT/GUARDIAN AGREES TO:

1. Adhere to all of the expectations as outlined in the [School District's name] High School Handbook at school and at the internship site.
2. Provide own transportation to and from the internship site.
3. Assume all responsibility, accountability, and liability for any and all acts arising out of the student's participation in the internship program, including but not limited to the operation of a motor vehicle to and from the internship site.
4. Understand that the student intern will receive no wages for time at the internship site.
5. Understand that the student intern may not be protected by the Workmen's Compensation laws of the State of Illinois for any injury or illness incurred as a result of his/her onsite training. The School does not provide liability insurance coverage for Internship Program students. If liability insurance coverage is required by the participating business/organization, it is the responsibility of the student to provide documentation of coverage.
6. Abide by the assigned internship site weekly schedule (days/hours) except by mutual agreement of all parties.
7. Realize that students in the Internship Program follow the school calendar, and as such, attendance at the internship site is not required on non-school days. Student interns will always follow the school's daily bell schedule.
8. Understand that reporting to the internship site on days absent from school or during a suspension is not allowed. This will require the students to modify Internship hours accordingly on alternate schedule days and notify the mentor of such.
9. Arrive on time daily for both school and internship and if late or absent for reasons beyond student's control, call the appropriate person.
10. Attend any necessary training sessions, all seminars, and complete all assignments in a timely manner.
11. Complete an internship site project, career portfolio, and capstone presentation.
12. Understand that any breach of confidentiality may result in immediate dismissal.
13. Grant consent to be photographed for educational and promotional purposes; *video, brochures, articles.*
14. Understand that being terminated from the internship site due to an illegal act, absenteeism, lack of cooperation etc., may result in being dismissed from the Internship Program with the status of Failure (F) on the student's permanent transcript.
15. Understand that violating any regulation(s) stated within the Internship Code of Conduct Contract may result in dismissal from the Internship Program with the status of Failure (F) on the student's permanent transcript.
16. Understand that parents/guardians should communicate question/concerns directly to the school internship coordinator, not the internship site mentor.
17. Abide by all implied and stated terms included in this agreement.

THE INTERNSHIP SITE AGREES TO:

1. Assign an individual employee as the student's mentor.
2. Understand the internship is to benefit the student in career exploration and the student intern is not entitled to wages for the time spent in training and should not displace regular employees.
3. Provide the student with meaningful work assignments which, within the confines of employer needs and time-tables, will enhance and complement the student's academic program.
4. Provide the student with an orientation to the work setting, including confidentiality, and emergency & safety procedures, upon initiation of each new internship experience, as appropriate.
5. Provide safe and healthful working conditions for the student and hold the School harmless for any injury, illness or damages resulting directly or indirectly from the student's employment activities.
6. Provide students to the extent possible, an overview of all applicable aspects of the industry including organization and management structure, technical and production processes, and major industry, labor, health, environmental, and community issues impacting the business.
7. Notify the School if aware that there is a sex offender employed at the internship site.
8. Understand that the student intern will follow the school schedule on alternate schedule and inclement weather days.
9. Evaluate the student's work performance at least twice during each internship experience.
5. Communicate questions and concerns directly to the school internship coordinator.
6. Abide by all implied and stated terms included in this agreement.

THE SCHOOL SYSTEM AGREES TO:

1. Provide a school internship coordinator to work with businesses, organizations, schools, and the community.
2. Provide internship provider with appropriate personal and academic information on qualified student applicants, upon written authorization by the parent/guardian.
3. Coordinate efforts of program participants including students, parents, teachers and internship site mentors.
4. Monitor the safety and security of the internship site, coordinating with the business mentor.
5. Maintain documentation; internship site placements, mentors, student hours, student evaluations, and correspondence with students, parents, and internship site mentors for a minimum period of five years.
6. Abide by all implied and stated terms included in this agreement.

STUDENT-INTERN CONTACT INFORMATION

Student-Intern Name:	School Name:	
Phone/Cell:	Email:	
Street Address:	City:	Zip:

INTERNSHIP PROGRAM COORDINATOR CONTACT INFORMATION

Coordinator Name:	School Name:	
Phone/Cell:	Email:	
School Street Address:	City:	Zip:

INTERNSHIP SITE CONTACT INFORMATION

Organization/Business Name:		
Street Address:	City:	Zip:
Mentor:	Title:	
Email:	Department/Office:	
Phone:	Cell:	Fax:
Website:		

INTERNSHIP POSITION INFORMATION

Internship Position Title:
Student Intern Reports To:
Description of Internship Position – Student Intern Goals - Student Intern Project:

START DATE:	END DATE:
Monday Arrival Time:	Monday Departure Time:
Tuesday Arrival Time:	Tuesday Departure Time:
Wednesday Arrival Time:	Wednesday Departure Time:
Thursday Arrival Time:	Thursday Departure Time:

VERIFICATION

Intern Signature: _____	Date: _____
Mentor Signature: _____	Date: _____
Coordinator Signature: _____	Date: _____

Note: A copy of this form should be kept in the student's Internship folder in addition to providing a copy to the student, mentor and school guidance department.