

Castle View High School Senior Internship Training Agreement

The purpose of the training agreement is to clarify the individual responsibilities of the student, the parents, the Internship Coordinator and the internship mentor concerning the internship program. Emphasis is placed on training and career development of the student.

The Student's Responsibility is:

- To understand the purpose of the internship site is educational, that he/she will be evaluated at frequent intervals during the term of the internship and that 1.0 credit will be issued for satisfactory completion and documentation of 120 hours and successful completion of **all** required activities and assignments.
- To maintain regular attendance at school, **including the weekly internship seminar** and at the internship site. If unable to report to the internship site, the student will notify the internship site mentor, the Castle View attendance office and the Internship Coordinator before the scheduled internship time. The student will follow school check-out and check-in procedures outlined by the Internship Coordinator. Do not report to the internship site on days absent from school unless prior arrangements have been made with the Internship Coordinator.
- To accept responsibility for all transportation needs and to conform to all school and state regulations regarding vehicle operation, registration, licensing and auto insurance. The student agrees not to transport or ride with other students to the internship site.
- To demonstrate honesty and integrity in regard to money, time and attendance while enrolled in the senior internship program and keep all matters at the internship site confidential.
- To provide accurate time logs and reports to the Internship Coordinator at the weekly seminar.
- To accept responsibility for personal behavior and its consequences and to follow the policies set forth in the Castle View High School Student Handbook, the Douglas County School District Code of Conduct and the Castle View High School Senior Internship handbook and the rules, regulations and policies of the internship site.
- To consult the Internship Coordinator as soon as possible about any problems or concerns and not to resign from an internship site without consultation with the Internship Coordinator, internship mentor and parents.
- **To acknowledge that school credit may not be issued if the student is dismissed from his/her internship or quits his/her internship, does not document the required 120 hours and/or does not successfully complete all the required assignments and activities.**

I understand that failure to comply with any portion of the above agreement may be considered grounds for suspension and/or dismissal from the program and loss of school credit.

Student Signature _____

Date _____

Print Name _____

The Administrator and Internship Coordinator's Responsibility is:

- To provide an open line of communication and act as liaison between the parent, student and internship site.
- To visit and communicate with the internship site to discuss the progress and evaluate the student intern.
- To work closely with the student to facilitate completion of required assignments and activities.
- To conduct weekly seminar sessions to discuss work related issues, answer questions and address problems and concerns.
- To provide verification to the internship site mentor of the school district's assumption of Workman's Compensation responsibility for unpaid interns.
- To maintain accurate records and assign a final grade.
- To notify the internship site in advance, if possible, if the status of the intern changes.

I have read and agree to work closely with all stakeholders to provide a meaningful internship experience.
Administrator/Coordinator Signature _____ Date _____

The Parent/Guardian's Responsibility is:

- To assume full responsibility for the student's unsupervised release time and if applicable the transportation from school to the internship site and from the internship site to home.
- To contact the Internship Coordinator, not the internship site mentor when problems or questions arise concerning the student's internship.
- To contact the Internship Coordinator with information of any medical conditions.
- To guarantee the student maintains auto insurance as per state requirements.
- To attend a parent/student orientation meeting prior to the beginning of the internship
- To support and encourage the student to fulfill the responsibilities of the internship.

I have read and understand the agreement entered into by my son/daughter and agree to be a supportive member of the team.

Parent signature _____ Date _____

The Internship Site Mentor's Responsibility is:

- To provide a variety of supervised experiences that will contribute to the student's awareness of the career field and the development of good work habits, attitudes, skills and knowledge.
- To provide an orientation session for the student.
- To collaborate with the Administrator/Internship Coordinator in making appraisal/evaluation of the student's performance.
- To involve the Administrator/Internship Coordinator and the student in discussions if problems arise.
- To verify the weekly time log with a signature.
- To assure the student will be accepted and assigned to jobs and otherwise treated without regard to race, color, national origin, sex or disability.
- To acknowledge that the Administrator/Internship Coordinator, by showing just cause, has the right to withdraw the student at any time from the internship.
- To serve as a resource for the student in writing the final paper and selecting and completing a project and to approve the final project proposal.
- **To participate on the presentation panel for the intern at Sponsor Appreciation Night.**

I have read and agree to provide a safe place for the student and will provide learning opportunities in a variety of work place situations.

Internship Mentor's Signature _____ Date _____

The Castle View High School Mentor's Responsibility is:

- I agree to mentor no more than one other intern during the term.
- I agree to meet with the student at least two times during the term and assist the student in writing the final paper, selecting and preparing the project and/or preparing the oral and visual presentation.
- I agree to give assistance and encouragement to the student during the course of the internship.
- I agree to grade the student's Senior Internship reflection paper using the rubric provided.
- **I agree to attend Sponsor Appreciation Night, be a member of the presentation panel and evaluate the student's project and oral/visual presentation using the rubrics provided.**

Castle View High School Mentor's Signature _____ Date _____

Printed Name _____

