

Parent/Student Internship Agreement

Student Name _____ Date of Birth _____ Age _____

Career Goal _____

Work Site _____

Work Site Supervisor _____

Start Date ___/___/___

Student Responsibilities: (Failure to comply with any of the following may result in termination.)

___ Keep regular attendance at school and the Worksite, notifying the Worksite of any anticipated absences.

___ Abide by all state, federal, business site, and school rules and regulations.

___ Demonstrate honesty , punctuality, cooperation, confidentiality, and respect for others.

___ Submit verified documentation of hours at the work site to the school coordinator and complete the necessary forms for school credit purposes as required.

___ Inform the worksite supervisor and school coordinator of any problems, concerns, accidents/injuries immediately.

___ Abide by the dress code of the work site.

Parent/Guardian Responsibilities:

___ Provide support for the student's active participation, punctuality, and personal growth in the program.

___ Assume responsibility and liability for student while traveling to and from work experience.

___ Provide transportation when necessary.

___ Assume liability for student during a non-paid work experience.

Student

Parent/Guardian

student signature

Date

parent /guardian signature

Date

