



### **Exploratory Internship Employer/Student/Parent/School Agreement**

**If you are a student, you only need to sign the student part. The rest is for your information. Please sign this, scan it and upload it to your profile. Also indicate your agreement electronically.**

**The PARTNERS agree to the following terms:**

#### **STUDENT AND/OR PARENT/GUARDIAN WILL:**

1. Adhere to the school system's policies on behavior, dress code, and all other school-based rules.
2. Successfully complete a minimum of the required courses in a sequentially planned Career and Technology Education (CTE) or Signature or Magnet Program and be recommended by the principal and/or the intern/work-based learning coordinator for the internship program.
3. Remain in the program and successfully complete the work to receive credits for the program. The principal and the Director of the program must approve exceptions due to physical impairment, economic or academic need, and transfer from the district.
4. Earn a grade of "S" or "U" for the CTE or Signature or Magnet Internship Program as determined by the teacher/coordinator's and employer's evaluation of the student's internship performance.
5. Actively participate in an internship approved by the intern/work-based learning coordinator.
6. Abide by the attendance policies of the workplace. The student must attend school if participating in the internship on school days. When absent from school, he/she will refrain from participating in the internship and be counted absent from the internship.
7. The student must notify the intern/work-based learning coordinator and employer before 9:30 a.m. if they are unable to attend either school or the internship.
8. Arrive on time daily for both school and internship (if late or absent for reasons beyond student's control, call the appropriate personnel) and arrive properly dressed for the work place.
9. Work a scheduled number of hours, for example, a student would earn 2 credits if he/she worked 270 hours in a semester (approximately 15 hours per week) for the entire training period. They will serve as interns during school-year vacations, evenings, weekends, and snow days as scheduled.
10. Obtain a valid work permit if the internship is paid.
11. Provide own transportation to and from the internship site.
12. Notify the intern/work-based learning coordinator and parent of any work schedule changes on a weekly basis. Schedule will include workdays, number of hours, and times worked.
13. Grant consent to be photographed for educational and promotional purposes (video, brochures, articles.)

14. Assume full responsibility for conduct and safety of the student in traveling between home, school, and work, as well as, while engaged in school related projects and activities off campus.
15. Agree to maintain an electronic log notebook/journal that will include student work record forms, with wages, if applicable, and hours listed, training plan and other items as directed. Complete a high-quality mutual-benefit experience in which the student produces a meaningful product or service for the mentor.
16. Avoid severing connections with a firm or transferring to another employer without the consent of the intern/work-based learning coordinator, and then only after the teacher/coordinator has made the necessary arrangements.
17. Confer with the intern/work-based learning coordinator first, rather than the employer, concerning internship problems.
18. Understand that if a student loses his/her internship through negligence or misdemeanor, he/she is subject to dismissal from the program and may not receive school credit.
19. Abide by the Child Labor Laws.
20. Attend the annual Business Mentor-Intern event or activity.
21. Participate in regional, state, and national career-related associations.
22. Attend sessions as scheduled by intern/work-based learning coordinator.
23. Show forms that are given to you by your mentor (other than the required tax forms) to your coordinator before signing them. This statement refers to any forms pertaining to conditions of employment/internship. If you are under 18 years of age, a dated parent/guardian signature is required.
24. Remain in the school program until graduation so as not to risk jeopardizing the internship.
25. Abide by all implied and stated terms included in this agreement.

**THE EMPLOYER/BUSINESS MENTOR WILL:**

1. Work with the Coordinator in developing a plan that will include a list of job tasks, skills, and performance indicators.
2. Provide a rotation through various responsibilities, where feasible, in order that the intern may become proficient in different phases of the occupation. Provide a high-quality mutual-benefit experience in which the student produces a meaningful product or service for the mentor.
3. Engage the student for a scheduled number of hours, for example, a student would earn 2 credits if he/she worked 270 hours in a semester (approximately 15 hours per week) for the entire training period and pay at an appropriate wage (if it is a paid internship) with a statement of the gross earnings and deductions from those gross earnings for each pay period.
4. Adhere to all Federal and State guidelines concerning safety, child labor laws, minimum wage regulations and workman's compensation.  
If under 18, the student will be subject to performing hazardous occupation work only as permitted:
  - a. The work must be incidental to the training.
  - b. Such work is intermittent and for short periods of time, under the direct and close supervision of the mentor.
  - c. Safety instruction must be integrated with on-the-job training.

5. Assist in the over-all evaluation of the student, and serve as primary evaluator for on-the-job skill attainment.
6. Provide time for consultation with the Coordinator concerning the student.
7. Assist in providing instructional materials and occupational guidance for the student.
8. Adhere to policies and practices which prohibit discrimination on the basis of race, color, national origin, sex, and handicap in recruitment, hiring, assignment to work task, hours of employment, levels of responsibility and pay.
9. Provide a safe and appropriate work environment for the student.
10. Assign a member of the internship organization as a workplace mentor.
11. Notify AACPS if you are aware that there is a sex offender employed at the workplace.
12. Drop the student from the program if the student does not remain until he/she has completed program requirements.
13. Abide by all implied and stated terms included in this agreement.

**THE SCHOOL SYSTEM WILL:**

1. Provide a Coordinator to work with industry, school and community.
2. Monitor, at least monthly, the safety and security of the workplace coordinating with the employer/mentor.
3. Maintain the database documenting the work placements, mentors, hours worked, student evaluations, and correspondence with student, parent and business mentors.
4. Prepare students for work by conducting work readiness training (safety, soft skills, etc.)
5. Allow for release of students for internship worksite experience.
6. Support teacher participation in work site auditing and the use of work-based examples and projects in the classroom to meet student objectives.
7. Actively participate in recruiting students and involving parents.
8. Coordinate efforts of program participants including students, parents, teachers and business mentors.
9. Provide career counseling and guidance.
10. Abide by all implied and stated terms included in this agreement.

Student Signature	Date	Parent Signature	Date
Work-based Learning Coordinator			Date

The participating school system(s) is (are) an equal opportunity employer(s).