



**2017/2018 Elizabeth City-Pasquotank Public Schools
Internship Training Agreement**

Student: _____

School: _____

Job Title: _____

Training Site: _____

Apprenticeship Coordinator's Responsibilities

- ◆ To negotiate and expedite the placement of the high school internship student.
- ◆ To make at least one visit per grading period to the training station to observe the student, consult with employer, and if necessary supply assistance with student to assure a successful work experience.
- ◆ To assist in the evaluation of the student.
- ◆ To attempt to resolve complaints with all parties concerned, with the authority to withdraw a student when necessary.
- ◆ To accept students into the program, and inform students of job opportunities without regard to race, color, national origin, sex, religion, creed, disadvantaging or handicapping condition, or limited English proficiency.

Parent/Guardian Responsibilities

The parent or guardian, realizing the importance of the internship program in helping the student to achieve career objectives, agrees:

- ◆ To encourage the student to carry out effectively his/her duties and responsibilities as outlined in this agreement.
- ◆ To work cooperatively with the Apprenticeship Coordinator and the student in solving problems relating to school and work.

By signing below, I do hereby agree to abide by all rules and regulations as stated.

Signature of Student *Date*

Signature of Parent/Guardian *Date*

Signature of Teacher-Coordinator *Date*

Signature of Employer *Date*

Revised 01/18 KG

Student Responsibilities

- ◆ Students must work a minimum of 135 hours in a school term to receive an academic credit for Internship. It is recommended that the student work between 8 to 10 hours per week, dependent on school performance.
- ◆ The student is expected to conform to employer rules and regulations, dress code, conduct, grooming, attendance, punctuality, and adherence to the work schedule.
- ◆ The student is expected to remain with the original job placement throughout the school term. He/she will not terminate employment without prior consent of the Apprenticeship Coordinator.
- ◆ Students scheduled to work and unable to work for any reason must notify their supervisor according to company policy and Mrs. Greenwell no later than 9 am.
- ◆ The student is responsible for providing his/her own transportation to and from the job.
- ◆ The student must have transportation available to them and must exit the building immediately after completing the last assigned class.
- ◆ The student must notify his/her Apprenticeship Coordinator of any changes in their work or school schedule.
- ◆ The student is expected to maintain accurate and up-to-date hour records and turn them in by established deadlines.
- ◆ The student will be expected to make satisfactory progress in all of his/her courses. If performance is not satisfactory, he/she may be rescheduled and withdrawn from the Internship Program.
- ◆ The student who loses his/her job because of dishonesty will be dismissed from the Internship Program and lose credit.
- ◆ The student who loses his/her job because of inefficiency, lack of interest, poor behavior, neglect of school or employer regulations, etc. may be withdrawn from the Internship Program and lose credit.
- ◆ Falsifying documents or signatures will result in dismissal from the Internship Program and loss of credit.
- ◆ Please use good judgment when selecting pictures, and posting comments on all Social Media.