

WCPSS School to Career Internship Program INTERNSHIP AGREEMENT

Student Name: _____

Organization: _____

Supervisor Name & Title: _____

Supervisor Email: _____

Organization Address, City, Zip: _____

Organization phone #: _____ FAX #: _____

Internship start date: _____ Number of weeks: _____ # Hours per week _____

Internship end date: _____

Rate of pay (if applicable): _____ per _____ Frequency payment: _____

The Student Intern agrees to:

1. Undertake activities that provide a comprehensive view of the organization and that focuses on the roles, responsibilities, and functions of the organization sponsor.
2. Declare academic or honors internship credit before beginning the internship.
3. Communicate desired learning objectives to the Internship Supervisor.
4. Consult with the Internship Coordinator bi weekly or as assigned by the Internship Coordinator.
5. Be regular in attendance and on time to assigned internship and notify the Internship Coordinator and internship supervisor should accident or illness occur.
6. Conform to the regulations of the organization (dress, conduct, etc.)
7. Understand that dropping the internship will result in a withdrawal/failure to complete the internship.
8. Understand the Internship Coordinator and the organization must give permission to terminate the internship.
9. Complete all WCPSS internship credit requirements.
10. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.

The Internship Coordinator agrees to:

1. Review the student intern's learning objectives and internship responsibilities.
2. Monitor the student performance during the internship.
3. Maintain contact with the internship supervisor.
4. Conduct a site visit and schedule meetings as needed with the student to advise the student intern on appropriate behavior, performance standards, and academic information (minimum of 2 times).
5. Assess the student intern using the WCPSS internship rubric.

The Parents/Guardian agrees to:

- 1. Provide transportation for the student to and from the internship location.
- 2. Encourage the student to complete all requirements of the internship program.
- 3. Provide automobile, health and accident insurance for the student.
- 4. Report any concerns regarding internship to the Internship Coordinator.

The Internship Supervisor agrees to:

- 1. Provide a challenging learning situation for the student intern.
- 2. Assist the student intern with project ideas.
- 3. Assign a mentor to work with the student intern and evaluate all work products.
- 4. Confer with student intern to provide feedback on strengths and areas to be improved.
- 5. Verify student's hours.
- 6. Notify the Internship Coordinator if the student intern is not attending the internship promptly and regularly.

Student Intern Signature date

Internship Coordinator date

Parent/Guardian Signature date

Internship Supervisor Signature date