

**INTERNSHIP TERMS AND CONDITIONS**

By  signing  this  Agreement  the  Internship  Partner  Site  (Employer),  Student  (Student),  and

the High  School  Internship  Coordinator  (School)  agree  to  the  following  terms  and

conditions:

**A. The Employer agrees to:**

• Provide  a  training  experience  for  the  student  and  assist  him/her  in  completing

his/her  Training  Plan  in  consultation  with  the  School  representative;

• Designate  an  individual  as  the  supervisor  to  orient,  train,  monitor  the  Student,

and  to  serve  as  a  liaison  between  the  Employer  and  the  School;

• Provide  the  Student  activities  for  at  least  the  minimum  number  of  hours  and

weeks  specified;

• Reserve  the  right  to  discharge  the  Student  for  just  cause;

• Notify  the  School  contact  immediately  of  any  change  in  the  Student’s  job  duties

and/or  work  supervisor;

• Provide  feedback  to  the  Student  on  their  work  performance  throughout  the  term;

• Evaluate  the  Student  at  the  mid  and  end  of  term  on  a  form  provided  by  the  School;

• Assign  activities  without  regard  to  age,  race,  sex,  religion,  disability,  parental

status  or  marital  status;

• Be  in  compliance  with  OSHA  regulations  and  orient  Student  to  Employer’s  safety

policies;

• Cover  the  Student  for  Workers’  Compensation  policy  (only  if  paid  internship).

• Pay  a  salary  which  is  consistent  with  the  Employer’s  practices  and  policies  (only  if

paid  internship)

**B. The School agrees to:**

• Provide  an  instructor  or  coordinator  to  facilitate  the  development  of  the  training

plan;

• Monitor  the  progress  of  the  Student  via  visits  to  the  worksite  during  the  term;

• Determine  a  grade  and  award  credit  for  successful  job  performance  and

completion  of  related  assignments;

• Provide  related  classroom  instruction  in  the  Student  degree  field;

• Provide  the  Student  with  career  management  skills;

* Notify the employer if the Student withdrawals from the program and/or the School;

• Provide Workers’ Compensation Insurance coverage for non-­‐paid positions;

**C. The Student/Employee agrees to:**

• Be  enrolled  in  and  participate  in  school;

• Work  the  required  number  of  hours  during  the  term  in  relation  to  the  number  of

credits  desired;

• Recognize  and  follow  the  duties  on  the  Internship  Plan;

• Immediately  inform  the  School  of  any  problem  or  changes  in  job  responsibilities;

• Abide  by  the  regulations  and  policies  of  both  Employer  and  the  School;

School:   Date:

Employer: Date:

Student: Date: