



Paid Internship Agreement

School Year ___/___

An internship is a county, district, or school-sponsored experience that exposes students to the world of work. It is performed in partnership with local business, industries, or other organizations in the community. Internships provide students opportunities for supervised and specific practice for a future career.

Student _____ Course _____ Training Site _____

Training Site
Responsibilities

As a work-based learning employer I agree to:

1. Accept and assign students to jobs and treat them without regard to race, religion, sex, national origin, age, disability, or genetics per the Equal Employment Opportunity Commission.
2. Inform the student of rules, regulations, and duties expected of the student on the job.
3. Supervise the student; assist in improving the job performance of the student and assign the student to more responsible duties or positions if openings occur for which the student is qualified.
4. Plan an appropriate variety of job tasks/responsibilities.
5. Abide by State and Federal Laws/regulations pertaining to employment/training as applicable, including California Child Labor Laws, when not exempted.
6. Have on file a “Permanent to Employ and Work” for each student under 18 before assigning paid work hours. (see California Child Labor Laws)
7. Provide Workman’s Compensation coverage for the students.
8. Verify the hours the student works.
9. Confer with the teacher regarding the student’s progress and complete a written evaluation.
10. Inform the teacher when planning to terminate a student’s employment.
11. Release student to attend regularly scheduled control class.
12. Not assign any work which includes driving of students under 18 years of age.
13. Ensure the student does not begin work until he or she is covered by worker’s compensation insurance.
14. Assign the student to the following initial employment/training:

Type of work _____ Start Date _____ End Date _____

Training Days (Circle) M T W TH F S Su Time _____ Total Duration _____

Employer Name (print) _____ Employer Phone _____

Address _____

Work-Based Learning Provider Signature

District
Responsibilities

As a teacher I agree to:

1. Inform the student and site supervisor of the program rules and regulations, and to provide necessary forms.
2. Instruct the student regarding the student’s dual responsibility to the employer and to the school.
3. Work with the employer in order to provide the student with the maximum benefit from the training experience.
4. Visit the students job site at least once per training period to ensure the Training Agreement provisions are being met. On out of every two visits shall include an observation of the student.
5. Correlate related learning activities in the control lass and assist with problems relating to learning experiences at the community training site.
6. Provide employer with evaluation forms and discuss the job performance of the student with the employer and the student.

Teacher Signature



Paid Internship Agreement (continued)

School Year ___/___

**Parent/Guardian
Responsibilities**

- As the parent/guardian of this student I agree to:
1. Approve of my child’s enrollment in the course and allow my child to participate in the Career Technical Education Program
 2. Encourage the student to effectively carry out the duties and responsibilities of the program at school and on the job.
 3. I understand that her/his work schedule may not coincide with regular school hours. I accept full responsibility for my child during the hours they are neither in class under the direction or supervision of a teacher, nor on the job.
 4. Arrange transportation for the student and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation used.
 5. Provide the student with ample automobile insurance coverage while driving to and from school and to and from the training station
 6. Acknowledge that the California Education Code does not require School Districts to conduct background checks or fingerprinting of any kind on non-District, external employers at off-site locations such as the training site.

Parent/Guardian Name (Print) _____ Parent/Guardian
 Phone _____

Parent/Guardian Signature

**Student
Responsibilities**

- As a student in work-based learning I agree to:
1. Follow the rules and regulations established by the employer.
 2. Obtain a Social Security Card and work permit if needed.
 3. Submit a time card to verify the number of hours trained as required by the teacher.
 4. Notify the teacher and the training site supervisor of school or other related problems that are affecting their performance
 5. Maintain regular attendance and punctuality in school and on the job. I will NOT work on a day when I am absent from school regardless of the reason for the absence
 6. Attend classes as required by the instructor
 7. Notify my employer BEFORE I am due at work if an illness or an emergency prevents me from working.
 8. Notify my teacher within one day if I am released from my employment or wish to change my training site.
 9. Consult with the teacher and employer if I should find it necessary to terminate my employment before I make a commitment to do so.

Student Signature