



Unpaid Internship Agreement

School Year ___/___

Student _____ Course _____ Training Site _____

Training Site Responsibilities	As a work-based learning provider I agree to:
	<ol style="list-style-type: none"> 1. Inform the student of the rules, regulations and duties expected of them on the assignment. 2. Accept and assign students to jobs and treat them without regard to race, religion, sex, national origin, age, disability, or genetics. 3. Supervise the student and work with instructor to correlate the classroom instruction with the learning experiences 4. Plan an appropriate variety of training tasks.
	Type of work _____ Start Date _____ End Date _____
	Training Days (Circle) M T W TH F S Su Time _____ Total Duration _____
	WBL Provider Name (print) _____ WBL Provider Phone _____ Address _____
_____ Work-Based Learning Provider Signature	

District Responsibilities	As a teacher I agree to:
	<ol style="list-style-type: none"> 1. Inform the student and site supervisor of the program rules and regulations, and to provide necessary forms. 2. Work with the training site supervisor in order to provide the student with the maximum benefit from the training experience. 3. Visit the students job site at least once per training period. 4. Correlate the classroom instruction with the learning experiences at the training station. 5. Workers compensation will be provided for community classroom students by the school district, and no student will begin any internship until the student is covered by workers compensation insurance.
_____ Teacher Signature	

Student Responsibilities	As a student in work-based learning I agree to:
	<ol style="list-style-type: none"> 1. Follow the rules and regulations established by the training site supervisor 2. Submit a time card to verify the number of hours trained as required by the teacher. 3. Notify the teacher and the training site supervisor of school or other related problems that are affecting their performance at the training site. 4. Maintain regular attendance and punctuality in school and at the training site. I will NOT go to the training site on a day when I am absent from school regardless of the reason for the absence 5. Attend classes as required by the instructor 6. Notify my supervisor BEFORE I am scheduled for training if an illness or other reason prevents me from attending that day. 7. Notify my teacher if I feel that the training I am receiving is not appropriate, or if I feel that I am being taken advantage of. 8. I understand that this is a training site, and that I am not entitled to a wage for the time spent in training, and that I am not entitled to a job at the end of the training period.
_____ Student Signature	

Parent/Guardian Responsibilities	As the parent/guardian of this student I agree to:
	<ol style="list-style-type: none"> 1. Approve of my child's enrollment in the program. 2. Encourage the student to effectively carry out the duties and responsibilities of the program at school and at the training site. 3. 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. 4. Provide the student with ample automobile insurance coverage while driving to and from school and to and from the training site. 5. 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	

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.