



Rock Bridge High School CP Internship Program Agreement

Note: This agreement must be signed and returned to the internship coordinator, RBHS, PRIOR to beginning an internship. Failing to turn in within the first week of an internship program will cause a student to be dropped, with loss of credit.

Definition

An internship provides a student the opportunity to study a selected career path by participating in a workplace setting and performing the duties of that occupation. The student is not expected to receive wages. **One-half unit of credit may be earned upon satisfactory completion of a one-semester (70 hours) internship (or the equivalent of 70 hours during a summer school session).**

Purpose

The CP Internship course is intended to provide students with a broad experience in workplace expectations and mastery of skills/competencies related to a selected career path. In general, each student intern will:

- increase skill/competency level in the targeted career path
- confirm or narrow his/her choices of possible careers
- develop and improve workplace skills
- improve interpersonal and communication skills
- improve problem solving and team-building skills
- develop an understanding of the connection between school learning and workplace application
- increase awareness of the workplace, career opportunities, and community resources.

General Policies

- Each student is responsible for making contacts with an internship site based on an expressed career path interest. The internship coordinator may assist with placement as needed.
- The learning experience is similar to employee training, connected to a school-based program, and rotates the student through areas within a department when appropriate.
- The internship is structured for the benefit of the student, and expected performance and behaviors are defined.
- Intern students follow the Columbia Public Schools calendar unless other, mutually agreeable arrangements are made.
- An internship agreement will be completed and maintained for each student participating.
- A system of support, evaluation, and feedback will be established to assess the intern's performance and the quality of the internship site.
- Written permission of parents or legal guardians is required for students to participate if the student is under the age of 18 years old.
- Students do not displace regular employees, but work under close supervision of an employee/supervisor.
- Employers are not expected to provide a job for students upon conclusion of an internship.
- Employers are not expected to pay wages to interns.
- The internship program shall comply with all federal, state, and local labor laws and regulations. All state and federal child labor laws must be followed for students under the age of eighteen.
- No person shall be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, handicap, or disadvantage.



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Employer Responsibilities

Recognizing that a plan is being followed and that close supervision of the intern student is necessary, the employer agrees to do the following:

- Work with the student in developing a job description, which will provide the basis for evaluation of the internship experience.
- Work with the internship coordinator to ensure that the student receives workplace readiness information (e.g. information on child labor laws, harassment, and workplace ethics) and orientation to the work site, (e.g. safety instruction, rules of attendance, work behaviors, appropriate/required attire).
- Provide a variety of learning experiences for the student, which are related to his/her educational and career goals.
- Participate in the regular evaluation of the student's performance.
- Consult with the coordinator, Rachel Reed reed@columbia.k12.mo.us, before dismissing the student.
- Comply with all general policies as listed above.

Internship site supervisor Name (Printed)

Internship Site Supervisor Signature

Date: _____

Student Responsibilities

Recognizing that an internship is a unique opportunity for real-world occupational experiences, the student agrees to do the following:

- Select a **career path** and make contact with an employer regarding the potential for an internship.
- Complete a regular application for employment and participate in a pre-employment interview for the host employer as required by the internship host site.
- Release information between the high school and the employer, including an official transcript, counselor and/or teacher recommendations, and personnel records, if required.
- **Complete all internship paper work PRIOR to the beginning of the semester** (or summer school), including an internship agreement and internship application.
- Demonstrate honesty, punctuality, courtesy, cooperation, good grooming, appropriate dress, and willingness to learn.
- Conform to the rules and regulations of the school district and the internship site, including relevant guidelines, which exist for regular employees at the internship site.
- Notify the school coordinator and the internship site supervisor if it is necessary to be absent from the internship site.
- Be responsible for his/her own transportation to and from the internship site, as well as any meals during the internship experience.
- Furnish the required clothing, safety items, and/or tools required by internship site.
- Average five (5) to ten (10) hours per week at the internship site for one semester, a minimum of 70 hours. (Note: Hours per week will increase if taking during summer school.)
- Maintain a journal describing daily experiences, skills learned or refined, and impressions/reactions. **Submit journal and other assignments, as defined by coordinator on due dates.**
- **Comply with all general policies as listed above and within the Student Guide to Internship General Information packet.**

Student Signature

Parent Signature

Date: _____