

12TH GRADE INTERNSHIP PROGRAM

EAST BATON ROUGE PARISH SCHOOL SYSTEM

STUDENT INTERNSHIP PROGRAM AGREEMENT (2024)

Student Name: _____ High School Name: _____

Internship Worksite: _____

Internship Worksite Address: _____

Internship Worksite Supervisor: _____ Work-Based Learning Teacher: _____

The STUDENT INTERN shall fulfill the following internship program obligations:	
DURATION	Commit to participating in the internship program from June 3, 2024, through July 25, 2024.
TRANSPORTATION	Arrange your transportation to and from the designated worksite.
SCHEDULE/REPORTING HOURS	Work eight hours a day (with a 30-minute lunch break built into their daily schedule) for a total of twenty work days. Students are expected to report to work Monday-Thursday from 8:00 am to 4:30 pm.
WORK HABITS	Demonstrate good attendance, effective communication, stellar job performance, orderliness, promptness, respectfulness, maturity, appropriate use of electronic devices, proper business etiquette, and professionalism.
ASSIGNMENTS AND PROJECTS	Complete all assignments and projects as assigned by the Work-based Learning Teacher. Assignments and projects may be subject to review by the Worksite Supervisor at the end of the Internship Program.
ACADEMIC REQUIREMENTS	Complete a minimum of 54 hours of classroom instruction and 155 hours of field experience to qualify for earning 1.0 course credit.
PROFESSIONAL ATTIRE	Wear the appropriate clothing when reporting to the designated worksite.
DOCUMENTATION	Complete and submit all required forms, artifacts, and documentation required for internship program participation.
CODE OF CONDUCT	Adhere to the East Baton Rouge Parish School System's Disciplinary Policies and the terms addressed in this agreement.

The PARENT/GUARDIAN of the Student Intern shall fulfill the following responsibilities:	
AUTHORIZATION	Consent to the Student Intern's participation in the Internship Program.
WORK HABITS	Reinforce the need for good attendance and the development of good work habits.
TRANSPORTATION	Assure that the Student Intern has transportation to and from the designated worksite. Confirmation of Transportation (please check the box that is applicable): <input type="checkbox"/> I confirm that my child will be carpooled to his/her worksite by either myself (as the parent or guardian) or another authorized adult. _____ (parent/guardian initials) <input type="checkbox"/> I confirm that I am authorizing my child to drive himself/herself to their designated worksite in a personal vehicle. _____ (parent/guardian initials)
SUPPORT	Provide encouragement and reinforcement.
COMMUNICATION	Maintain contact with the Work-based Learning Teacher about any program-related concerns.

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The WORK-BASED LEARNING TEACHER shall fulfill the following responsibilities:	
ACADEMIC AND PROGRAM PROGRESS	Work with the Student Intern and the Internship Site Supervisor to monitor the Student Intern's program progress and maintain update records of Student Intern grades for the academic component of the experience.
OBJECTIVES	Coordinate and monitor the Student Intern on a consistent basis to assure that the Student Intern achieves programmatic goals.
POLICIES	Inform the Student Intern, Parent/Guardian, and Worksite Supervisor about the purposes and rules of the Internship Program at the beginning of the engagement.
SITES VISITS	Make regular contact with the Worksite Supervisor to review the quality of the internship and the Student Intern's development in the Internship Program, suggest necessary changes in approach, and follow-up on recommendations. These contacts may be in the form of electronic mail, on-site and off-site visitations, or teleconferencing.
INTERNSHIP TRAINING PLAN	Jointly develop an internship plan, whereby the Student Intern will use and improve the academic skills the Student Intern already has while learning new technical and employability skills.

ACADEMIC CREDIT POLICY
<p>The Internship Program is a demanding experience requiring analytical skills and mature judgment, the ability to function independently, written and oral communication skills, understanding of complex management elements, and comprehension of new knowledge.</p> <p>A student intern will be eligible to receive 1.0 Carnegie Unit if they fulfill the following requirements:</p> <ul style="list-style-type: none">Completion of a minimum of 54 hours of classroom instruction.Completion of a minimum of 155 hours of field experience.It is noted that a student must receive a course grade of A, B, C, or D to be assigned a course credit on their academic record.

AGREEMENT
<p>The undersigned parties understand the terms outlined in this document and are obligated to the adherence of the terms articulated in this agreement. If the terms of this agreement are breached, then program disruption or discontinuance may be the resulting action.</p>

Student Intern Signature _____ Date _____

Parent/Guardian Signature: _____ Date _____

Work-based Learning Teacher Signature: _____ Date _____