

## **STUDENT/SUPERVISOR CONTRACT**

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

*The major purpose of this program is to provide a varied experience for the student in the world of work. This agreement is made to show responsibilities of the parties concerned, namely, student, parent, intern sponsor, and school advisor (or Internship Coordinator).*

### **STUDENT**

*Will enter the program with a stated interest to learn as much as can be provided in the nature of occupational information, skills, and attitudes.*

*Will keep regular attendance, both in school and on the job, and will work extra days at their internship to make up missed time; student will notify his or her supervisor if he or she is unable to report.*

*Will show honesty, punctuality, courtesy, a cooperative attitude, proper dress and a willingness to learn. Will obey the rules and regulations at the work site.*

*Will not discontinue the program without notice to the supervisor and the Internship Coordinator.*

*Will inform the School Advisor or Internship Coordinator of any changes or problems concerning his or her volunteer experience.*

### **PARENT**

*Will support and encourage the student to achieve the greatest possible benefit from the program.*

### **INTERN SPONSOR**

*Will provide supervision for the student while at the work-site.*

*Will not replace paid employee with a student in this program.*

*Will not pay the student for any work done during school hours.*

*Will vary student's tasks so as to provide a variety of learning experiences.*

*Will participate in the evaluation of the student's progress.*

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**Student's Signature**

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**Phone**

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**Internship Coordinator Signature**

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**Phone**