

# Spain Park High School

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## BUSINESS ACADEMY INTERNSHIP AGREEMENT

This internship agreement briefly outlines the responsibilities of the student, parents, internship coordinator and employer. **Keep THIS page for your records.**

### Parent/Guardian

1. Approves and agrees that the student may participate in the Internship Program.
2. Encourages the student to effectively carry out the work experience requirements.
3. Assumes responsibility for the conduct of the student.
4. Provides documentation to the internship coordinator and the employer for any absences.
5. Provides transportation for the student to and from the workplace.
6. Holds school and internship coordinator harmless for risks associated with transportation and indirectly monitored activities (e.g. workplace experience).

### Student

1. Agrees to accept the workplace assignment from the internship coordinator if unable to obtain a position elsewhere.
2. Complies with the rules and regulations of the workplace.
3. Adheres to policies and regulations as set forth by school administration and the internship coordinator.
4. Agrees to meet weekly with the internship coordinator.
5. Understands that excessive absences may lead to withdrawal from the program. When possible, absences should be reported in advance.
6. Agrees to complete the 140 required work hours before senior final exams begin.

### Internship Coordinator

1. Assists in securing an internship program workplace.
2. Collaborates with the workplace supervisor to develop an appropriate work plan.
3. Visits the intern at the workplace to observe and evaluate student progress.
4. Counsels the intern on his/her progress at the workplace.
5. Works with the workplace supervisor to resolve any issues or concerns related to the interns employment.

### Employer

1. Employs a non-discrimination policy with regard to race, color, handicap, sex, religion, national origin, creed, or age.
2. Adheres to wage and hour, child labor, and all other federal, state, and local laws pertaining to student employment. Pays student directly or donates for scholarship to Business Academy of SPSHS.
3. Provides supervision and instruction to ensure the student gains valuable workplace experience.
4. Evaluates student progress.
5. Agrees to employ the student for at least 140 hours.

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## BUSINESS ACADEMY INTERNSHIP AGREEMENT (continued)

RETURN THIS COMPLETED PAGE TO MRS. BRUCE by the last day of class.

DATE: \_\_\_\_\_

PRINT information legibly and sign in appropriate boxes.

Student Name:	
Student SIGNATURE:	
Age of Student:	Date of Birth:
Student's Email Address:	
Student's Home Phone:	Student's Cell Phone:
Parent/Guardian Name:	
Parent/Guardian Home Phone:	Parent/Guardian Cell Phone:
Parent/Guardian SIGNATURE	
Business Name of Employer:	
Supervisor's Name and Title:	
Supervisor's SIGNATURE verifying completion of 140 hours:	
Supervisor's Phone Number:	
Supervisor's Email:	
Supervisor's Business Mailing Address:	