



Internship Permission Form

Part 1

Checklist:

The following items should be submitted to your counselor:

- ☐ Internship Application Form
- ☐ Internship Permission Form (signed by student, guardian and school point of contact)
- ☐ (2) Educator Recommendation Forms
- ☐ Copy of Driver's License
- ☐ Copy of Student ID



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Part 2

Red, White and You! Internships were developed to give students an authentic experiential learning opportunity in the business world. Through these internships, students are provided with an overview of their chosen career area(s), as well as familiarized with the professional processes of that profession. The following form is required to participate in an off school site internship.

Please complete the form below and return it to _____ with the program application.

I give permission for my child, _____ to leave the _____ campus to attend their internship site. I understand that my child must have their own transportation to participate. I give permission for my student to use necessary tools to complete projects within their internship.

I release _____-and all of its employees and employees at the internship site from liability, costs, and damages that could result from participation in this activity.

Parent/Guardian Signature Print Name Date

**Parent/Guardian e-mail
address** _____

**Parent/Guardian Phone
#** _____

I agree that my safety is my own responsibility. I agree to make sure that I know how to safely participate in the activity, and I agree to observe any rules and practices that may be employed to minimize the risk of injury. I agree to stop and seek assistance if I do not believe I can safely continue, limit my participation to reflect my personal skill level, and to refrain from any and all actions that would pose a hazard to myself and others. I understand that misconduct, poor behavior, risky behavior that may result in injury or property damage, or at the request of my internship supervisor that I can be removed immediately.



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Student Signature _____

Part 3

Student ID # _____ **Date** _____

Research proves that students who are dialed into a career pathway are more likely to succeed beyond high school and easily transition to post-secondary education or the workforce. Through the *Red, White and You!* Internship Program, students are connected to a possible career path based on their personal interests, abilities and strengths as early as their Junior year in High school.

Candidate Selection - Prior to acceptance of a student into *Red, White and You!* Internship Program, a selection process is followed:

- Students must provide their own transportation to their internship sites.
- Students must have 2 class periods in their school day during 11th or 12th grade year to dedicate to this internship.
- Students are required to submit an application to be considered for the program.
- Students will interview with the _____ (Insert Point of Contact from School) _____ and depending on the internship, complete any additional application, interview, and/or onboarding requirements set by the individual company.

Student Intern Roles and Responsibilities-

- **Term:** Interns will dedicate one or two semesters (2 class periods a day/5 days a week) to their respective internships. Internship is generally scheduled for 1-2 hours or 5-6 hours, Monday through Friday.
- **Site Overview:** Interns will fulfill responsibilities that correspond to the performance objectives at the sponsor's site.
- **Evaluation:** Interns will receive credit based on attendance, program assignments and reviews from sponsors.



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- Professionalism: Interns will follow procedures outlined by their sponsor in regard to proper etiquette, grooming, and demeanor when dealing with all persons with whom the sponsor has them in contact.