

## Internship Site Supervisor Agreement

1. Student safety is the main concern. The Site Supervisor will refrain from assigning student to hazardous tasks. Please make sure the student is properly trained for any job tasks they are assigned.
2. Site Supervisor will be responsible for communicating with the Internship coordinator if a student is absent. Student will be responsible for maintaining an attendance log that must be signed off by the site supervisor on a weekly basis.
3. Site supervisor will be responsible for completing periodic evaluations of the student's performance. The site supervisor must communicate any student concerns directly with the internship coordinator.
4. Site Supervisor will agree to fulfill the time requirement of one hour per school day for the entire semester. If an issue arises with the internship agreement, the site supervisor will communicate with the internship coordinator. A school calendar will be provided at the beginning of the internship semester to notify the internship site of any non-school days within the calendar.
5. The site supervisor will consider adjusting the internship schedule for special school-related events provided the student gives adequate notice. The site supervisor may request those hours are made up at another time.
6. The site supervisor must communicate with the internship coordinator if the student will be absent from school to participate in special internship related events. No more than one school day will be allowed. Prior approval will be required. These days must be arranged at least 5 days in advance with the internship coordinator.
7. Students will be asked to complete one internship project that accounts for 15 hours of their internship time. This project can be set up through the internship site and should fulfill a need at the site. Projects need to be pre-approved with the internship coordinator.
8. Additional Comments:

---

---

---

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_