

# PBHS Internship Agreement

## Business Internship Information:

### The employer agrees to:

- Provide a work schedule of sufficient length to develop competencies for the occupation.
- Complete periodic progress reports for each marking period as provided by teacher.
- Not terminate the student without consultation with the teacher: *(Insert teacher's name and phone number)*

Date: May \_\_\_ to June \_\_\_, \_\_\_\_

Name of Company:

Department/Office:

Address of Student Job Site:

Supervisor of Student:

Job Title/Description:

Time Commitment: *The work study period onsite at \_\_\_\_\_ is  
\_\_\_ a.m. to \_\_\_ p.m.; \_\_\_ hours per day for a total of \_\_\_ hours.*

Training Requirement:

Specific Job Duties:

Qualifications/Skills:

Authorized by: \_\_\_\_\_

Employer Signature

Employer Signature

# PBHS Internship Agreement

## Internship Agreement Form Page 2

**The Agreement:**

The employment of the student will conform to all federal, state and local laws and regulations, including discrimination against any applicant or employee because of race, color, age sex, religion, marital status, national origin ancestry or handicap.

- The employer agrees to employ the student for the purposes of receiving training and experience in the following areas: Per \_\_\_\_\_'s Work Schedule (attached)
- Related instruction and activities of 12 hours will be provided by the school and detailed in the executive internship course curriculum frameworks with outside assignments provided by the instructor--
- Student needs to work an average of \_\_\_ hours ( \_\_\_ hours at the worksite and \_\_\_ hours at the school site) in order to be eligible for \_\_.5\_\_ credit hours.

**CHECK ALL THAT APPLY**

<input type="checkbox"/> Paid Internship (Stipend paid through school)	<input type="checkbox"/> Executive Internship (High School Credit)	Employer Signature _____
<input type="checkbox"/> Unpaid Internship	Course Number _____	Guidance/Teacher Signature _____
<input type="checkbox"/> Unpaid Internship with College Scholarship	Enter amount of Scholarship _____ (On "successful" completion of Internship - B or Higher grade)	Student Signature _____  Parent/Guardian _____

### Student Internship information

**Student Information**

Student Name \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ GPA: \_\_\_\_\_

**Job Duties:** \_\_\_\_\_ **Hours per week:** \_\_\_\_\_

**The student agrees to: --Students must read and initial the following**

- Follow the policies and procedures of the employer and the school.
- Complete assignments of the employer and the teacher
- Contact the teacher immediately if any problems or concerns arise of any sort

# PBHS Internship Agreement

## Internship Agreement Form Page 3

**Student must read and initial each below**

### **Guidelines**

- I will maintain grooming and appearance standards as required by the employer and school
- I will abide by all local, state and federal health and safety laws
- I understand that if my academic and related studies are substandard, I may be unable to continue with my internship
- I agree to conduct myself in a way that will reflect well upon myself, my school, the business, and my community
- I understand that transportation is my responsibility to reach the internship site

### **Absences**

- I will not be absent from or late to work except for normally excused reasons.
- Call my employer at least three hours before the work shift is to begin.
- Contact my teacher at least three hours before my work shift begins.

### **Complaints**

- I will submit all complaints and grievances to school personnel and will not enter into disputes with my employer or other employees.
- Prior to notifying my employer, I will discuss with my teacher any plans to resign from the program.

## **Internship Standards**

Student must read and initial each below:

<input type="checkbox"/> Accept assignments willingly	<input type="checkbox"/> Complete tasks accurately and on time
<input type="checkbox"/> Work efficiently	<input type="checkbox"/> Get along with fellow employees
<input type="checkbox"/> Follow safety and employment rules	<input type="checkbox"/> Report to work on time
<input type="checkbox"/> Demonstrate a positive attitude toward work	<input type="checkbox"/> Accept constructive criticism
<input type="checkbox"/> Follow written and oral instructions	<input type="checkbox"/> Maintain a minimum 2.0 GPA
<input type="checkbox"/> Dress appropriately for the job	<input type="checkbox"/> Communicate with school and employer about any concerns
<input type="checkbox"/> Ask questions when necessary	

Signature \_\_\_\_\_ date \_\_\_\_\_  
Business Representative

Signature \_\_\_\_\_ date \_\_\_\_\_  
School Contact

Signature \_\_\_\_\_ date \_\_\_\_\_  
Parent/Guardian

Signature \_\_\_\_\_ date \_\_\_\_\_  
Student