



Linking Employment, Abilities and Potential

HIGH SCHOOL • HIGH TECH



Internship Learning Contract

This commitment must be read, understood, and signed by the intern and the supervisor. It will also be signed by the HS/HT Program Coordinator and your guardian, if appropriate, to ensure that all parties concur with the goals and expectations of the internship.

Name of Student: _____

Company or Organization: _____ Dept. _____

Address of Internship Location: _____

Name of Contact Person _____ Title: _____

Telephone: _____ Fax: _____ E-mail: _____

The internship is set up for a minimum of ___ hours [per week]

Internship Schedule: Begins ___/___/___ Ends ___/___/___ Planned Absences: _____

Monday	Tuesday	Wednesday	Thursday	Friday

The student will be paid \$7.40 per hour. Paychecks will be issued by LEAP twice a month, on the 15th day and the last day of the month.

The student will report to

Name: _____ Title: _____

General Responsibilities and Duties:

Specific Projects and Products:

Specific Resources and/or Accommodations Needed:

1. _____
2. _____
3. _____

Student:

I, _____, agree to the following expectations:

1. To attend regularly and on time in my assigned internship.
2. To confirm to the regulations of the organization in which I am interning.
3. To notify my internship supervisor on days that I will be absent.
4. To notify the HS/HT Program Coordinator, if any problems or concerns arise.

Supervisor;

I, _____, agree to provide the following:

1. Assignments and duties that constitute a learning experience for the student.
2. Mentoring for the student.
3. Assessment and feedback to the HS/HT Program Coordinator, when requested.
4. Notification at any time to the if the supervising manager changes.
5. Notification at any time to the HS/HT Program Coordinator if work performance is unsatisfactory or there are any problems with the placement.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____