**Career & Technical Education Work Based Learning Internship**

STUDENT TRAINING AGREEMENT

**Please submit this form to seviersdinternships.org**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First Middle

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date\_\_\_\_\_\_\_\_ End Date\_\_\_\_\_\_\_\_ #Hr/Week\_\_\_\_\_\_\_\_

Intern site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Participant** agrees to accept, and Parent/Guardian support, the following responsibilities:

1. Maintain regular attendance in school and at the training site, follow all rules concerning the program, and notify the school/program and employer prior to and absence.

2. Show honesty, punctuality, a cooperative attitude, proper grooming and dress, and a willingness to learn.

3. Consult advisor as well as employer about any problems.

4. Conform to the rules and regulations of the training site, and maintain confidentiality.

5. Complete required assignments and furnish necessary information, reports, and time sheets.

6. Attend Department of Workforce Services Workshops when scheduled.

7. \*Maintain a grade of a “C” average in all classes.

8. For paid work employment, work injuries and occupational diseases are covered by the employers’ workman’s compensation.

9. For unpaid work experiences, work injuries and occupational diseases are covered by the local educational agencies’ workman’s compensation as specified in SB28. Any additional insurance desired is the responsibility of the parent.

10. **Transportation to and from the internship is the responsibility of the Parent/Guardian. Under no circumstances will participant ever transport other students in their vehicle while in route to or from work experience.**

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 Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Guardian’s Signature Date

**Internship Site Supervisor** agrees to accept the following responsibilities:

1. Provide thorough orientation to the job and training site.
2. Provide a meaningful, well-supervised work experience.
3. Provide evaluation of performance, time for consultation with, and on-site monitoring visits by authorized staff.
4. Keep and complete accurate attendance and/or time records, as required.
5. Complete student evaluation forms and program agreement attached.
6. Consult the program coordinator/teacher regarding problems related to the work experience, and contact promptly before considering suspension, transfer, or termination.
7. Conform to state and federal labor laws, and provide workers compensation coverage for students in paid experiences.

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 Internship Site Supervisor’s Signature Date

Sevier School District is committed to providing educational and employment opportunities to students without regard to race, color, sex, religion, age, national origin or disability in accordance with Title VI of the Civil Rights Act or 1964, Title XI of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, and with the Americans with Disabilities Act.