

Student Internship Roles and Responsibilities

STUDENT/TRAINEE RESPONSIBILITIES:

1. Complete the necessary requirements and forms including, but not limited to, tax forms and work permit (if applicable).
2. Conduct himself/herself using exemplary behavior in school, or on the job and in the community at all times.
3. Abide by the regulations set forth by the school, the company and the Career Tech Education (CTE) teacher.
4. Perform all duties in a manner that will reflect credit to himself/herself, the school and the firm.
5. Notify the company and the CTE teacher in advance of necessary absence/tardiness and under no circumstances report to work on a day when you are absent from school.
6. Arrive at school and internship on time and understand that transportation problems will not be accepted as an excuse for tardiness.
7. Work only with advance permission from the parent/guardian when the school is closed due to adverse weather or other conditions.
8. Complete a weekly hour log verified by internship supervisor and turn into CTE teacher.
9. Complete a weekly job report to turn into CTE teacher
10. Do not quit or change internship unless having received approval from CTE teacher.
11. Wear attire to school and work that is regarded as appropriate by the school administration and internship.
12. Continue to maintain a minimum of a 2.5 GPA and exemplary attendance
13. Satisfactorily complete the internship as determined by the CTE teacher and Employer.

PARENT/GUARDIAN AGREES TO:

1. Work with Student/Trainee to complete the necessary requirements and forms including, but not limited to, tax forms and work permit (if applicable).
2. Assume responsibility for the personal conduct of the Student/Trainee.
3. Be aware and assist with transportation issues.
4. Encourage the Student/Trainee to make the most of this training opportunity

INTERNSHIP LIAISON (WIRE-Net Youth Team) AGREES TO:

1. Refer screened candidates for interviews.
2. Review the appropriate forms with the Student/Trainee and employer.
3. Ensure submission of all required documentation prior to the start of the Student/Trainee's internship.
4. Guide the students with making transportation arrangements to and from the worksite.
5. Make occasional visits to the internship site.
6. Provide support as needed to CTE Teacher, Employer and Student/Trainee to ensure a successful internship.

CTE TEACHER AGREES TO:

1. Develop a training plan cooperatively with the employer.
2. Evaluate training site and complete Student Job Site Evaluation Form.
3. Assist the supervisor with the Student/Trainee's progress.
4. Consult with all parties before making adjustments in employment.
5. Communicate with the employer, parents and school administration concerning disciplinary actions relevant to the Student/Trainee.
6. Review evaluations in a timely manner and work with employer to make any necessary changes.

COMPANY/INTERNSHIP SUPERVISOR AGREES TO:

1. Place the Student/Trainee on the job for the purpose of providing work orientation (which includes company safety) and assign training of instructional value
2. Develop with the CTE teacher a training plan directed toward the Student/Trainee's career technical program.
3. Evaluate the Student/Trainee's performance as agreed.
4. Cooperate with the CTE teacher to assist in the advancement of the Student/Trainee's training.
5. Provide the Student/Trainee with the same consideration given to other employees regarding safety, health, social security, general working conditions and other regulations.
5. Provide employment in accordance with federal, state and local regulations.
6. Not restrict internship opportunities due to race, creed, sex, national origin, religious belief or disabilities.
7. Notify the CTE teacher prior to discharge of a Student/Trainee and if possible work with teacher to correct problem.
8. Adhere to minor labor laws.