

Hartford High School Internship Placement Agreement

Student Name: _____ Date: _____

HHS Counselor Name: _____

HHS Counselor Contact Info: _____

Duration/ Schedule: Semester _____ Block/Time: _____ Days: _____

Internship Supervisor Name: _____

Internship Location (address &/or room number) _____

Career Internship Experience is an extension of the classroom through the use of employer facilities. In order for the student to receive maximum educational benefit and to comply with all of the conditions for unpaid training under the Fair Labor Standards Act, **all six following criteria must be met:**

1. The training, even though it includes actual operation of the facilities of the employer, is similar to which would be given in a technical school.
2. The training is for the benefit of the trainees or the students and offers a minimum of 100 hours.
3. The trainees or students do not displace regular employees, but work under their close supervision.
4. The employer who provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion, businesses or industrial operations may be impeded.
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

The Student Learner Agrees to the Following

1. To be regular in attendance both in school and on the job;
2. To adhere to HHS rules concerning signing in/out of school;
3. To conform to the rules and regulations of the training station;
4. To demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress and willingness to learn;
5. To develop, with support from your training supervisor and Internship Coordinator, a Career Exploration Plan detailing your goals for the internship.
6. To consult the Internship Coordinator (their school counselor) about any difficulties arising at the placement or related to his/her internship;
7. Not to take any alcohol or mind altering substances to, during, or returning from the placement;
8. If a student drives, to comply with all of the established rules of the road, to drive in a safe and defensive manner, and to not transport others to, during, and from the placement;
9. To provide proof of a valid driving license in the event the student will be driving to and from the site;
10. If absent from their placement, student agrees to call their placement and their Internship Coordinator (school counselor.)

The Training Supervisor/ Employer Agrees To The Following:

1. To provide a variety of work experiences for the student learner that will contribute to his/her career objectives;
2. To assist in the evaluation of the student learner;
3. To comply fully with the requirements of the Federal and State Fair Labor Standards Act in regard to student learners;
4. The employer will provide proper and adequate safety instruction and training in any and all areas, equipment and procedures that the student learner will encounter during his/her stay at the training/work site;
5. The employer will assist the student and Internship Coordinator in developing an adequate Career Exploration Plan as part of their learning experience;
6. Not to keep the student learner on the job more than 8 hours in any one day;
7. **To call the HHS School Counseling Office in the event the student is absent and the absence is not a scheduled absence. Phone: (802) 295-8610**

The Internship Coordinator Agrees To The Following:

1. To see that the necessary related classroom instruction is provided;
2. To assist in the evaluation of the student learner;
3. To observe the student learner during the training session whenever possible;
4. To assist the supervisor in writing up an adequate Career Exploration Plan as part of the student's learning experience as required by Federal and State labor laws for student learners;

The Parent/Guardian Of The Student Learner Agrees To The Following:

1. To encourage the student learner to carry out effectively his/her duties and responsibilities;
2. In the event that it is required permit the student learner to drive a personal vehicle to, during, and from the work site;
3. If student drives to placement, provide proof of minimum required auto Insurance as required by Statute;
4. Agrees to call the HHS office if the student is absent from school.

Student Date

Parent/Guardian Date

School Counselor Date

Placement Supervisor Date

Hartford High School Principal Date

Registrar Date

Individual Career Education Plan

The goals and objectives detailed below comprise the career education plan for:

Student Name:

Date:

Hartford High School

Duration/ Schedule: Semester

Business Name and Address:

My long-term career goal, as it relates to this internship placement its:

In order to work towards the career goal above, I will submit all assignments listed on the syllabus to my school counselor. In addition, I will work on the following goals with my Placement Supervisor:

Goal 1:

Specific Training Opportunity:

Specific Training Opportunity:

Specific Training Opportunity:

Goal 2:

Specific Training Opportunity:

Specific Training Opportunity:

Specific Training Opportunity:

Goal 3:

Specific Training Opportunity:

Specific Training Opportunity:

Specific Training Opportunity:
