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| **High School Name**  Training Agreement |

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| **Internship Program – Parties Identified** | |
| **Student Intern:**  **Internship Title:**  **Industry Partner (Business):**  **Internship Manager:** | **Internship Start and End Dates:**  **Internship Days and Hours Onsite:**  **Paid or Unpaid Internship:**  **If Paid, hourly rate:** |

Internship programs prepare students by developing professional and career skills while building a professional portfolio. All parties play an essential role in a successful experience. To participate in a high school internship experience, all parties agree to:

**Everyone:**

* The agreement will not be terminated without the knowledge of all parties concerned.
* The work-based learning coordinator and the internship manager will cooperatively develop and assess the student’s training plan.
* After providing appropriate notification, the student may withdraw or transfer from an internship site when it would enhance the student’s educational opportunities after review and discussion between the work-based learning coordinator and internship manager.
* The student will work an average of \_\_\_\_\_ hours per week during the time frame outlined in the above table.
* All issues should be brought to the immediate attention of the work-based learning coordinator to address promptly.

**Student Intern**:

* The intern will follow the policies, rules and regulations of the school and industry partner.
* The intern will follow confidentiality expectations provided by the industry partner. Failure to follow confidentiality expectations may result in disciplinary action, loss of internship experience and/or class credit.
* The intern’s actions, attitudes and appearance will reflect positive professionalism on the school, the program and the industry partner.
* The intern will be responsible for professionally preparing for the internship interview to secure the internship placement.
* The intern will provide advance notice of absences to the internship manager and work-based learning coordinator. The student intern will arrange directly with the internship manager how to make up the hours missed during the absence.
* The intern will report all injuries, accidents and hazardous conditions, practices and behaviors to the internship manager immediately.
* The intern will not pursue other part-time work that will interfere with the internship experience.
* The intern will complete all required records and documentation required for the program.
* The intern understands that internship placements will be connected by the work-based learning coordinator.
* The intern will communicate with the work-based learning coordinator if issues arise at the internship site. The student may not quit or switch internship sites without the work-based learning coordinator’s approval.
* The intern will follow professional behavioral expectations during and after the regular evaluation meetings.
* The intern will provide documentation of completed hours as outlined by the work-based learning coordinator and verified by the internship manager.

**Parents/Guardians:**

* The parents or guardians will support both the industry partner, program and school district in the learning effort and encourage the student to perform the duties and responsibilities of the internship experience to the best of his or her ability.
* The parents or guardians will notify the work-based learning coordinator of any physical or medical restrictions that might interfere with the student’s performance.
* The parents or guardians will communicate with the work-based coordinator any transportation challenges to allow the work-based coordinator time to collaborate and find a solution.
* The parents or guardians will communicate with the work-based learning coordinator concerns to allow appropriate interventions if needed.

**Industry Partner and Internship Manager:**

* The student intern will be trained and provided professional learning opportunities for the hours aligning with the internship program expectations by the industry partner.
* The student intern will be assigned a supervisor (internship manager) who will work with the work-based learning coordinator in developing the student’s training plan and evaluating the student.
* The industry partner will ensure health and safety regulations are followed to protect the student intern.
* If the student is paid, the industry partner will provide compensation similar to employees delivering the same work and follows the [Fair Labor Standards Act](https://www.dol.gov/agencies/whd/compliance-assistance/handy-reference-guide-flsa).
* The industry partner will provide proper safety orientation and training to the student intern.
* The industry partner will follow Section [96.19-7-g-(7)](https://www.legis.iowa.gov/docs/code/2018/96.19.pdf) of the Code of Iowa regarding students’ earnings being exempt from both state and federal unemployment when the work experience is combined with academic instruction and is integral to the school program.
* The industry partner will provide confidentiality training and clearly communicate confidentiality expectations to the student intern.
* The industry partner and internship manager will consult with the work-based learning coordinator regarding any conflicts or issues to provide an opportunity for an intervention prior to the student’s dismissal if the issues persist.

**Work-Based Learning Coordinator:**

* The work-based learning coordinator will prepare the student for the internship through appropriate content delivered at the start of the program prior to connecting students to their internships to schedule interviews.
* The student intern will be observed and evaluated regularly at the internship site throughout the year. The observations and evaluations will be managed onsite by the work-based learning coordinator.
* The work-based learning coordinator will collaborate with the local Intermediary to find appropriate internship placements and connect the student to interview to earn the placement.
* The work-based learning coordinator will collaborate with the internship manager to develop a quality training plan for the student intern and appropriate projects and experiences for a quality experience.
* The work-based learning coordinator will coach the student to ensure a progression of professional and career skills throughout the experience.
* The work-based learning coordinator will determine the student’s final grade for the internship experience.
* The coordinator will fairly enforce policies, rules and regulations.

**Equity Statement:** <Insert your district’s equity statement here.>

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Student Signature Date

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Parent Signature Date

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Industry Partner Signature Date

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Work-Based Learning Coordinator Signature Date