

## School-to-Career Work-Site Agreement

Thank you so much for offering \_\_\_\_\_ an opportunity to intern at \_\_\_\_\_. Internships provide students with hands-on experiences that enhance their learning and assist them in developing professional skills. By connecting the classroom to the “real world”, internships also help students explore their skills and abilities in the context of career options.

The Mesa County School District 51 Internship Class is a standards-based program with the following minimum requirements:

1. (Circle one:) 60 or 120 “contact” hours at the work-site or doing work relevant to work-site expectations (with supervisor permission).
2. A mutually-agreed-upon schedule established between student and work-site supervisor. Most students will report daily to the place of business during their regularly-scheduled class period, but this is flexible.
3. Weekly journals and other written requirements must be submitted by the student in a timely manner.
4. Mid-term and final evaluations must be completed by the work-site supervisor. The student is responsible for getting them to the School-to-Career Coordinator. Please refer to the employer timeline.
5. Verification of intern’s contact hours must be submitted by the completion of the internship. This information may be recorded on the Hour Verification sheet provided in the packet or through the employer’s own record keeping system. The student is responsible for providing this data to the School-to-Career Coordinator.

Enclosed in this Worksite Internship Packet, we have outlined some of the program goals and expectations of the supervisor in providing a valuable experience for the intern. Please read them. In summary, we ask that you:

- Discuss with the student the expectations each of you has for the internship of the beginning of the relationship.
- Work closely with the student to develop goals which enhance his/her professional skills.
- Provide guidance and support in helping the student work towards meeting those goals.
- Review and sign the hour verification sheet, checking the time log for accuracy.
- Provide ongoing dialogue with the student regarding his/her performance. Positive feedback is always appreciated and negative feedback should be offered in the form of specific suggestions for improvement.

- Make certain that the student is not receiving conflicting instructions from two different supervisors.
- Complete two formal evaluations for the student in a timely manner.
- Contact the School-to-Career Coordinator should you have any questions or concerns.
- Be available to meet with the School-to-Career Coordinator to discuss the student’s progress and adjust the experience, if necessary, to help the student meet expectations.
- Provide training that covers safety and work-site regulations.
- Read and sign the “Workers’ Compensation Benefits for Students in Work Study...” Form.
- Ensure that students do not engage in any illegal or illicit activity.
- Obtain written permission from the student’s parent/guardian, and notify the School-to-Career Coordinator before requiring a polygraph, drug test or background check.
- Ensure that students are accepted and assigned jobs in accordance with the Child Labor Laws and treated equally regardless of race, color, national origin, gender or disability.

**I have read, understand and agree to meet the goals and expectations of the Mesa County Valley School District 51 School-to-Career Internship Class.**

<hr/> <b>Work-site Supervisor</b>	<hr/> <b>Contact Telephone Number(s)</b>
	<hr/> <b>Email Address</b>
	<hr/> <b>Date</b>
<hr/> <b>School-to-Career Coordinator</b>	<hr/> <b>Contact Telephone Number(s)</b>
	<hr/> <b>Email Address</b>
	<hr/> <b>Date</b>