



Shanghai American High School – Pudong Campus Internship Agreement

The Shanghai American School, Pudong Campus is offering high school credit for students who successfully complete an internship with a for-profit or non-profit organization. Students who complete 60 hours, and the required written work, will earn ½ credit. Students who complete 120 hours, and the required written work, will earn one credit.

Through participation in this internship program, the student will be exposed to different career opportunities, learn personal and professional habits necessary to be successful in the workplace, and apply classroom theories and applications to practical situations. Furthermore, the internship program will enhance the students' profile for university admittance and help connect the school, parent and business communities.

To be successful, each internship site will need someone to be the site supervisor and take responsibility for overseeing the intern and their work. The site supervisor may not be a relative of the student. The responsibilities for the site supervisor as listed below.

- Sign internship agreement on behalf of their organization
- Liaise with the internship coordinator at the school
- Approve student work schedule
- Assign work to intern and supervise student during internship
- Complete intern evaluation form

To earn credit for the internship, the student will also complete a series of journal entries and a final reflective paper. Students are allowed to complete the internship anywhere in the world.

If you are willing to supervise a student from our school, please complete and sign the attached form.

Sincerely,

-Shanghai American School – Pudong High School Counseling Office

Shanghai American High School – Pudong Campus Internship Agreement

Name of Student: _____

Name of Internship Site: _____

Address of Internship Site _____

Site Supervisor: _____

Site Supervisor Phone
Number: _____

Site Supervisor Email: _____

Will the internship be a
volunteer or will they be
paid? _____

Describe the type of work the intern will be expected to do.

Describe the expected schedule for the internship. For example, every day from 9:00 to 5:00 for two weeks, or two hours a week on Wednesday afternoons for 30 weeks. (60 hours for ½ credit and 120 hours for one credit).

The signatures below indicate agreement with the details of the internship as described above. The student further agrees to complete all written work as assigned by the school coordinator.

Student Signature

Date

Parent Signature

Date

Site Supervisor Signature

Date

School Coordinator Signature

Date