

**ELIZABETHTOWN AREA HIGH SCHOOL  
600 EAST HIGH STREET  
ELIZABETHTOWN, PA 17022**

**CAREER INTERNSHIP TRAINING AGREEMENT**

STUDENT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ BIRTH DATE \_\_\_\_\_ AGE \_\_\_\_\_

TRAINING AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

TRAINING MENTOR \_\_\_\_\_ E-MAIL \_\_\_\_\_

DATES OF INTERNSHIP: BEGINNING \_\_\_\_\_ ENDING \_\_\_\_\_

RELEASE TIME FROM SCHOOL: DAYS PER WEEK \_\_\_\_\_ RELEASE TIME (BLOCK) \_\_\_\_\_

**MENTOR RESPONSIBILITIES:**

1. The mentor will evaluate the progress of the student intern on a regular quarterly basis.
2. The student intern will be given a variety of work assignments and be supervised by an experienced person at all times.
3. The mentor will arrange a conference with the coordinator when a trainee problem arises.
4. The mentor will provide necessary safety instruction by a qualified person throughout the student's training.
5. The mentor will immediately notify the coordinator if the student is injured at the training site.

**STUDENT INTERN RESPONSIBILITIES:**

1. The intern will adhere to training site policy and work rules; the intern may be released for the same reasons as those for regular employees.
2. The intern must be regular in attendance during the internship. If unable to work because of an illness or unforeseen emergency, s/he must notify the training site and the school before the start of the normal workday.
3. The intern is obligated to comply with any confidentiality and professional policies established by the training site.
4. The intern and parents agree to be responsible for transportation between the school and the training site. The intern must be covered by automobile insurance for travel to and from the training site (Pennsylvania State Law). The school and employer assume no liability for accidents occurring to and from internship site.
5. The intern agrees to carry school insurance or have comparable coverage for accident protection.
6. The intern will follow school rules at the work and school sites. Violation of school rules will lead to disciplinary action, which may include termination from the internship program.
7. The intern will complete assignments as outlined by the cooperative education coordinator.
8. The intern will attend scheduled intern seminars with the cooperative education coordinator.
9. The intern will notify the school of any problems experienced at the training site.

**SCHOOL RESPONSIBILITIES:**

1. The program is administered by a certified cooperative education coordinator.
2. The cooperative education coordinator will visit the student intern and training mentor at the training site.

This memorandum is for the purpose of outlining the agreement between the school and mentor on the conditions of training to be given to a student intern. Therefore, it should not be interpreted by either agency as a legal document or any form of binding contract.

We the undersigned agree to the conditions and statements contained in this agreement. A parent/guardian signature indicates approval of the program and the understanding that the student will be responsible for transportation and all expenses incurred by the student in the pursuit of the internship experience. Parent signature further releases Elizabethtown Area School District and all employees from any and all liabilities incurred by the student while pursuing this internship.

Student Intern	Date	Parent or Guardian	Date
Mentor	Date	Coordinator	Date
School Counselor	Date	School Administrator	Date

Employer/training sites of cooperative education student-learners and the school will not discriminate in its education programs, activities or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification.