Student/Parent/Mentor/School Internship Agreement

The purpose of the Internship Program is to facilitate student learning opportunities outside the classroom. These experiences provide the opportunity to apply classroom theory to "real world" situations thus enhancing the students’ academic and career goals. This agreement outlines the responsibilities of the following stakeholders: the employer/mentor, Anne Arundel County Public Schools, the student, and the parent/guardian.

The term for the Agreement shall be one school year commencing on _________ and concluding on _________.

This Agreement may be modified only by writing and executed by all parties.
This Agreement shall be governed by the laws of the State of Maryland.

The PARTNERS agree to the following terms:

STUDENT AND/OR PARENT/GUARDIAN WILL:

1. Adhere to the school system’s policies on behavior, dress code, and all other school-based rules.
2. Attend an orientation meeting with the internship facilitator.
3. Actively participate in an internship approved by the school internship facilitator/Magnet and Signature office.
4. Successfully complete a minimum of the required courses in a sequentially planned Career and Technology Education (CTE), Magnet, or Signature program if applicable.
5. Provide own transportation to and from the internship site.
6. Assume full responsibility for conduct and safety of the student in traveling between home, school, and work, as well as, while engaged in school related projects and activities off campus.
7. Successfully complete the requirements to receive credit for the program:
   - Participate in the internship a minimum of 135 hours in a semester to earn 1 credit.
   - Complete daily activity logs, internship wage and hour summary forms, reflection questions, and other items as directed.
   - Earn satisfactory mentor evaluations.
8. Abide by the attendance policies of the internship site. They will serve as interns during school-year vacations, evenings, weekends, and snow days as scheduled.
9. The student must attend school if participating in the internship on school days. When absent from school, he/she will refrain from participating in the internship and be counted absent from the internship.
10. Arrive on time daily for both school and internship (if late or absent for reasons beyond student’s control, call the appropriate personnel) and arrive properly dressed for the workplace.
11. If student is under 18 obtain a valid work permit if the internship is paid.
12. Notify the school internship facilitator and parent of any work schedule changes. Schedule will include work days, number of hours, and times worked.
13. Grant consent to be photographed for educational and promotional purposes (video, brochures, articles).
14. Avoid severing connections with a firm or transferring to another internship site without the consent of the school internship facilitator, and then only after the school internship facilitator has made the necessary arrangements.
15. Confer with the school internship facilitator and the business mentor concerning internship problems.
16. Understand that if a student loses his/her internship through negligence or misdemeanor, he/she is subject to dismissal from the program and may not receive school credit.
17. Abide by Child Labor Laws.
18. Communicate and cooperate with the school internship facilitator.
19. Review documents/forms that pertain to the conditions of the internship with your school internship facilitator before signing them.
20. Remain in the internship program until all school and business mentor requirements are met to obtain credit.
21. The student and parent understand that the internship shall be subject to the Maryland Code Ann. Labor and Employment Art., Sect. 8-2201C. The student shall not be eligible for receipt of unemployment benefits for the duration of the internship. This paragraph becomes inapplicable if the student is hired for regular employment outside of the internship and at the conclusion of the internship term.

22. Abide by all implied and stated terms included in this agreement.

THE SCHOOL SYSTEM WILL:

1. Provide a school internship facilitator to work with businesses, schools, and the community.
2. Make qualified students aware of available internship and work experience opportunities.
3. Screen and match qualified students for referral to internship experience opportunities identified by the cooperating employer.
4. Provide employers with appropriate personal and academic information on qualified student applicants, upon written authorization by the student/guardian.
5. Facilitate and coordinate the interview process as a service to both the student and employer/mentor.
6. Monitor, at least monthly, the safety and security of the internship site, coordinating with the business mentor.
7. Maintain a database documenting internship site placements, mentors, student hours, student evaluations, and correspondence with students, parents, and business mentors.
8. Prepare students for work by conducting work readiness training (safety, soft skills, etc.).
9. Coordinate efforts of program participants including students, parents, teachers and business mentors.
10. Award credit to participating students who have met the academic requirements of their academic program.
11. Inform students and employers of any actions which affect student-employer relations.
12. Abide by all implied and stated terms included in this agreement.

THE BUSINESS WILL:

1. Participate with the student’s internship facilitator in the coordination of the student’s work experience activities and scheduling.
2. Assign an individual employee as the student’s mentor.
3. Provide the student with meaningful work assignments which, within the confines of employer needs and time-tables, will enhance and complement the student’s academic program.
4. Provide the student with an orientation to the work setting upon initiation of each new internship work experience, as appropriate.
5. Provide students to the extent possible, an overview of all applicable aspects of the industry including organization and management structure, technical and production processes, and major industry, labor, health, environmental, and community issues impacting the business.
6. If applicable, pay the student a wage or salary commensurate with the student’s responsibilities, education, experience, and career field.
7. Adhere to all Federal and State guidelines concerning safety, child labor laws, minimum wage regulations and workers’ compensation.
   
   If under 18, the student will be subject to performing hazardous occupation work only as permitted:
   a. The work must be incidental to the training.
   b. Such work is intermittent and for short periods of time, under the direct and close supervision of the mentor.
   c. Safety instruction must be integrated with on-the-job training.
8. Evaluate the student’s work performance at least twice during each internship experience. Discuss the evaluation with the student and internship facilitator and complete the internship evaluation forms.
9. Adhere to policies and practices which prohibit discrimination on the basis of race, color, national origin, sex, and handicap in recruitment, hiring, assignment to work task, hours of employment, levels of responsibility and pay.
10. Provide safe and healthful working conditions for the student and hold the School harmless for any injury, illness or damages resulting directly or indirectly from the student’s employment activities.
11. Notify AACPS if you are aware that there is a sex offender employed at the internship site.
12. Notify the School of any personnel actions taken which may affect the student’s standing in Internship Education.
13. Abide by all implied and stated terms included in this agreement.
WAIVER OF LIABILITY STATEMENT:

The School does not provide liability insurance coverage for Internship Education Students. If liability insurance coverage is required by the participating business it is the responsibility of the student to provide documentation of coverage.

Media Release

AACPS requires consent in order to photograph, record, and include individuals in written accounts to be used in AACPS and other media/social media ventures. Please indicate your agreement to such release by initialing in the appropriate box below. No images or recordings will be taken or released without written consent.

☐ Business mentor
☐ Parent/Guardian

I certify that I have read, understood, and received a copy of the AACPS Student/Parent/Mentor/School Internship Agreement

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Anne Arundel County Public Schools prohibits discrimination in matters affecting employment or in providing access to programs on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability unrelated in nature and extent so as to reasonably preclude performance. For more information, contact The Office of Investigations, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, Maryland 21401, (410) 222-5286; TDD (410) 222-5500.

Revised March 2016