

WCS Internship Agreement



Student: _____

Internship Organization: _____

Internship Organization Address: _____

Internship Site Supervisor Name: _____

Supervisor phone/email: _____

The Internship Program is a valuable experience requiring analytical skills and mature judgment, the ability to function independently, and written and oral communication skills. The Internship Program lasts a minimum of one academic semester (18 weeks).

REASONS TO COMPLETE A STUDENT INTERNSHIP

- Gain needed experience
- Make helpful connections
- Internships set you apart on a resume
- Network with professionals in the field
- Gain hands-on skills
- Define your career goals

Student intern should fulfill the following obligations:

DURATION	Participate for a complete semester in the Internship Program, on-site with the Internship Organization.
TRANSPORTATION	Arrange own transportation to and from the Internship Organization's site.
REPORTING HOURS	Complete the bi-weekly attendance log.
ATTENDANCE	Excellent attendance is an expectation of all students. When you need to be absent or if you need to modify your schedule, please notify your Internship supervisor and school internship coordinator as soon as possible.
SUMMARY OF INTERNSHIP EXPERIENCE	Student must complete a summary of their internship experience at the end of the semester.

Internship organization should fulfill the following obligations:

SUPERVISION	Designate an Internship Organization Contact who shall be authorized to sign this Agreement and shall provide ongoing supervision for the student intern.
-------------	---

ATTENDANCE	Verify student attendance (via the bi-weekly attendance log) and notify the School Internship Coordinator when the student intern is absent without prior approval or for any other situation requiring attention.
ASSESSMENT	Make time available at the end of each 9-week term to evaluate the student intern.
School internship coordinator (Mrs. Blevins) should fulfill the following obligations:	
ACADEMIC PROGRESS	Work with the student intern and the Internship Organization Contact to monitor the student intern's academic progress.
SITE VISITS	Make regular contact with the Internship Organization Contact to review the quality of the internship and the student intern's development in the Internship Program. These contacts may be in the form of electronic mail, telephone or on-site visitations.
LIABILITY	Westbrook is not responsible or liable for any incidents or damages incurred by the student or the company related to traveling to, returning from, or participating in the intern activities while at the company.
Parent/Guardian should fulfill the following obligations:	
WORK HABITS	Reinforce the need for good attendance and the development of good work habits.
TRANSPORTATION	Assure that the student intern has transportation to and from the Internship Organization site.
SUPPORT	Provide encouragement and reinforcement.
COMMUNICATION	Maintain contact with the School Internship Coordinator about any program-related concerns.

Student Intern Signature _____ Date ____/____/____

School Internship Coordinator Signature _____ Date ____/____/____

Parent/Guardian Signature _____ Date ____/____/____

Internship Site Supervisor Signature _____ Date ____/____/____