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| WCS Internship Agreement | | | |
| |  |  | | --- | --- | | Student: |  | | Internship Organization: |  | | Internship Organization Address: |  | | Internship Site Supervisor Name: |  |   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 |
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| 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 \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_