

Internship Program Contract

Vail Unified School District

Student Name: _____ School: _____

Date of Birth: _____ Age: _____

Address: _____

For the Internship Program to be effective, it is mandatory that these rules and regulations be followed. The student, their Parent/Guardian, and their school must agree to the following responsibilities.

Student recognizes that the Internship experience will contribute to their career objectives and agrees to the following:

1. Complete a minimum of 62 hours per semester (124 hours total).
2. Understand there is no guaranteed or assigned internship.
3. Attend all workshops, as scheduled.
4. Accept responsibility for providing transportation to and from internship (including associated parking fees).
5. Abide by the rules, regulations, policies, and procedures of the business partner and school.
6. Understand that once a position has been accepted, a commitment has been made to the Business Partner. It is expected that the students will be at the Business Partner Company for the duration of the internship.
7. Responsible for being at the internship site every scheduled day, at appointed time.
8. Guarantee confidentiality and respect information gained from Business Partner Company, staff and Internship Program Specialist.
9. Be prompt and accurate in completing all required assignments, forms, and reports.
10. Agree to demonstrate courtesy, a cooperative attitude, appropriate work attire, and a willingness to learn.
Behavior that is contrary may lead to dismissal and loss of credit.
11. This is a year long, pass/fail credited course that will appear on your transcript. You must successfully complete *both* semesters in order to earn a passing grade for the Vail Internship Program. **Failure to drop the internship with both Mrs. Wahl and your school site within the first semester drop period OR failure to complete all course requirements will result in an 'F' on your transcript for both semesters.**
12. The internship hours and project may be used as part of Senior Exit Project as long as you successfully complete *both* semesters of the internship.

I have read and agree to the above expectations.

Student Name (please print)

Student Signature

Date

Parent/Guardian recognizes that the Internship experience:

1. Does not guarantee placement of any student.
2. Requires students provide their own transportation and pay any associated parking fees.
3. Is an opportunity that takes place outside of the school day.
4. Is a year long, pass/fail credited course that will appear on your student's transcript. Your student must successfully complete *both* semesters in order to earn a passing grade for the Vail Internship Program. **Failure to drop the internship with both Mrs. Wahl and your student's school site within the first semester drop period OR failure to complete all course requirements will result in an 'F' on your student's transcript for both semesters.**
5. The internship hours and project may be used as part of Senior Exit Project as long as your student successfully completes *both* semesters of the internship.

I have read and agree to the above statements.

Parent Name (please print)

Parent Signature

Date

Principal and Counselor agree to the following:

1. The student is on track to graduate.
2. The student has fewer than 10 absences in each class for the Fall 2020 semester.
3. The student has fewer than 3 discipline referrals total.
4. The student has a 2.5 cumulative simple GPA or better.
5. The student has the school's consent to participate.
6. The hours and project may be used as part of Senior Exit Project as long as the student successfully completes *both* semesters of the internship.

Counselor Signature

Date

Principal Signature

Date

Please contact Lindsey Wahl, Internship and Outreach Specialist, with questions or concerns.

wahl@vailschooldistrict.org

879-2075

**It is the student's responsibility to return this form to the front office of their school site by end of day,
Wednesday, March 3rd.
Please retain a copy for your records.**