

# WCPSS School to Career Internship Program

## INTERNSHIP PLACEMENT AGREEMENT

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Student Name: \_\_\_\_\_

Internship Site \_\_\_\_\_

Internship Supervisor Name & Title: \_\_\_\_\_

Internship Supervisor Email: \_\_\_\_\_

Internship Supervisor Office Phone: \_\_\_\_\_ Ext. \_\_\_\_ Supervisor Cell Phone: \_\_\_\_\_

Internship Site Alternate Contact Person Name: \_\_\_\_\_

Internship Site Alternate Contact Person Phone Number: \_\_\_\_\_

Internship Site Address, City, Zip: \_\_\_\_\_

Internship Site phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

Building/Department of Student Location: \_\_\_\_\_

Student Responsibilities/Duties:

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Internship start date: \_\_\_\_\_ Number of weeks: \_\_\_\_\_ # Hours per week \_\_\_\_\_

Internship end date: \_\_\_\_\_

Rate of pay (if applicable): \_\_\_\_\_ per \_\_\_\_\_ Frequency of payment: \_\_\_\_\_

### The Student Intern agrees to:

1. Undertake activities that provide a comprehensive view of the organization and that focuses on the roles, responsibilities, and functions of the organization sponsor.
2. Discuss project proposal with the Internship Supervisor.
3. Consult with the Academy/Internship Coordinator as assigned by the Academy/Internship Coordinator.
4. Be regular in attendance and on time to assigned internship and notify the Internship Supervisor should accident or illness occur.
5. Conform to the regulations of the organization (dress, conduct, etc.)
6. Understand that dropping the internship will result in a withdrawal/failure to complete the internship and may jeopardize your career academy status.
7. Complete all NC DPI and WCPSS internship credit requirements.
8. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.

**The Academy/Internship Coordinator agrees to:**

1. Review the student intern’s project proposal and internship responsibilities.
2. Monitor the student performance during the internship.
3. Maintain contact with the Internship Supervisor.
4. Conduct a site visit and schedule meetings as needed with the student to advise the student intern on appropriate behavior, performance standards, and academic information.
5. Assess the student intern using the Internship Project Rubric and Internship Portfolio Grading Rubric.

**The Parents/Guardian agrees to:**

1. Provide transportation for the student to and from the internship location.
2. Encourage the student to complete all requirements of the internship program.
3. Provide automobile, health, and accident insurance for the student.
4. Report any concerns regarding internship to the Academy/Internship Coordinator.

**The Internship Supervisor agrees to:**

1. Provide a challenging learning situation for the student intern.
2. Assist the student intern with project ideas.
3. Assign a mentor to work with the student intern and evaluate all work products.
4. Confer with student intern to provide feedback on strengths and areas to be improved.
5. Provide the opportunity to work 120 hours within one semester or agreed upon time.
6. Verify and sign off on the student’s work hours.
7. Allow the Academy/Internship Coordinator to visit the site during the internship
8. Notify the Academy/Internship Coordinator if the student intern is not attending the internship promptly and regularly or if there are issues with the student’s work performance.
9. Provide an evaluation using the Internship Work Experience Rubric (provided by WCPSS) of the intern’s work at the end of the internship experience.

_____ Student Intern Signature	_____ Date	_____ Academy/Internship Coordinator	_____ Date
_____ Parent/Guardian Signature	_____ Date	_____ Internship Supervisor Signature	_____ Date