WCPSS School to Career Internship Program INTERNSHIP PLACEMENT AGREEMENT

Student Name:					
Internship Site					
Internship Supervisor Name & Title:					
Internship Supervisor Email:					
Internship Supervisor Office Phone:	Ext	Supervisor Cell Phone:			
Internship Site Alternate Contact Person N	lame:				
Internship Site Alternate Contact Person Phone Number:					
Internship Site Address, City, Zip:					
Internship Site phone #:		FAX #:			
Building/Department of Student Location:					
Student Responsibilities/Duties:					
Internship start date: N	lumber 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.

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		AJIANE M. Cadawid	
Student Intern Signature	Date	Academy/Internship Coordinator	Date
Parent/Guardian Signature	Date	Internship Supervisor Signature	Date