

# EXECUTIVE INTERNSHIP PROGRAM

## Cooperative Education Program Training Agreement

Name of School \_\_\_\_\_ Date \_\_\_\_\_

(Student First Name)

(Middle)

(Last Name)

(Address)

(City)

(Zip)

Is an intern in the capacity of: \_\_\_\_\_

(Duties of Minor)

(Type of Industry)

for \_\_\_\_\_ days per week \_\_\_\_\_ hours per day, between the hours of \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

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**SPONSOR RESPONSIBILITIES:** The Sponsor agrees to place the intern in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard-free conditions. The intern will receive the same consideration given other employees with regard to safety and general work conditions for the firm. The Sponsor will adhere to all State and Federal Regulations regarding Child Labor Laws and will not discriminate in educational programs or activities for reasons of race, sex, color, religion, natural origin, marital status, age or handicap.

**TEACHER/COORDINATOR RESPONSIBILITIES:** The teacher/coordinator agrees to visit each intern at the training station no less than one time per grading period and will continue a close working relationship with the person to whom the intern is responsible while on the job. The teacher/coordinator shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. The teacher/coordinator will maintain continuous contact with the students' parents via interim reports during the school year. The Training Agreement will be kept on file for (3) years at the school center.

**PARENT/GUARDIAN RESPONSIBILITIES:** The parent or guardian agrees that the student may participate in Executive Internship Program as provided by the charter school. Participation in the related career is an integral co-curricular part of the program of study. Activities occur in and out of school. The purpose of this authorization is to obtain permission for your child to participate in this activity.

**STUDENT RESPONSIBILITIES:** The intern agrees to follow rules and guidelines established by the school, sponsor and teacher/coordinator regarding hours of work, school attendance and procedures. When absent from school without a valid excuse, the student should not be permitted to work.

**WE, THE UNDERSIGNED, have read this Agreement and understand the conditions and provisions contained therein.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Sponsor

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Teacher/Coordinator

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian