



# SAMPLE CONTRACT – STUDENT EXPECTATIONS AT WORK



# CRISTO REY ATLANTA JESUIT HIGH SCHOOL

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## INTRODUCTION TO ORGANIZATION

- o Personnel and structure: Meet all full-time and part-time staff to learn respective roles and responsibilities
- o Facility tour and office protocol
- o Office/desk area
- o Computer
- o Supplies
- o Safety regulations
- o Kitchen rules, etc.
- o Supervisor name: \_\_\_\_\_
- o Back up supervisor name: \_\_\_\_\_
- o View PowerPoint for Mission/Vision/Objectives/Program descriptions of Organization
- o Review HR manual as it applies- including cell phone policy and Cristo Rey Atlanta Jesuit High School dress code

## ROLES AND EXPECTATIONS

- o Review description of position with Supervisor
- o Q & A on career goals and expectations from the internship experience
- o How do we communicate- exchange all contact information/preferred methods and timely communication
- o Feedback schedule and assignment of weekly task/project lists
- o Goal setting- weekly-monthly and/or project-based
- o Set daily check-in meetings with the supervisor, no more than 5 minutes per day
- o Cell phone policy- student is NOT to have cell phone out or on desk, if it is scheduled break time student can use phone in the designated area

## HOW TO HAVE A SUCCESSFUL INTERNSHIP EXPERIENCE:

- Do everything with enthusiasm, it's contagious!
- Wear the Cristo Rey Atlanta Jesuit High School uniform at all times! No hoodies/coats/boots in the office.
- Be a team player.
- Have a positive mental attitude.
- If in doubt, ASK; there are NO wrong questions.
- Reflect a "can-do" attitude.
- Focus your attention on growth & development- after all that is why you are here!
- Smile often. Have fun!

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature : \_\_\_\_\_ Date: \_\_\_\_\_