

Service Learning/Internship/Co-op Contract

Student Name _____ Date of Birth _____

Student Address _____ Student Phone _____

Student Email _____

Student's Title _____ Student's Hourly Wage (if applicable) _____

Duration of Service: _____ through _____ *Please attach calendar/schedule to this form.*

VNS Advisor _____ VNS Advisor Phone _____

VNS Advisor Email _____

Organization Supervisor _____ Supervisor Phone _____

Supervisor Email _____

Parent/Guardian _____ Parent/Guardian Phone _____

Parent/Guardian Email _____

The items below identify the obligations of all parties to this agreement. If additional information is required by any party, it should be added at the time the contract is signed.

The Supervisor will:

- provide a variety of experiences and support student in meeting goals (see goals attached).
- pay the student a wage or salary comparable to other interns (co-ops only)
- communicate with Valley New School advisor to discuss progress of student if necessary
- abide by the Appleton Area School District school policies
- be able to terminate this agreement for reasons the organization cannot tolerate, after consultation with the VNS advisor and student

The Student will:

- abide by the Appleton Area School District school policies include project rationale with this contract
- cooperate with the organization, engage in tasks as a learning experience, observe all rules of the organization, observe safety rules, rules of confidentiality, school rules, and show progress in professional skills and personal development
- compromise project credit if they quit or are terminated before the end of the contract
- discuss all special problems with advisor/supervisor as soon as possible so that necessary action can be taken
- take an active part in maintaining a good relationship with the organization
- participate in related project activities

The VNS Advisor will:

- approve and support the student project
- be willing to visit the organization site if necessary
- cooperate and communicate with all parties to ensure proper placement of student

The Parent/Guardian will:

- agree to the conditions of the student's participation in the project
- be responsible for the student's conduct during school hours and during service/internship/co-op
- discuss special problems with the VNS advisor immediately
- be responsible for the method of transportation used by the student in traveling to and from the organization

I fully understand the above conditions, and I agree to cooperate in their implementation:

Student Signature

Parent/Guardian Signature

Organization Supervisor Signature

VNS Advisor Signature