PINELLAS COUNTY SCHOOLS OJT Period(s) _____

CAREER & TECHNICAL EDUCATION
BUSINESS INTERNSHIP
STUDENT APPLICATION/AGREEMENT AND VISITATION RECORD

Name _____ Home Phone _____
Last First Middle

Address _____ Cell Phone _____

City _____ State _____ Zip Code _____

Current Grade Level _____ Date of Birth _____

Father's Name _____ Email _____
(guardian)

Business Name and Phone _____ Cell Phone _____

Mother's Name _____ Email _____
(guardian)

Business Name and Address _____ Cell Phone _____

What type of of transportation do you have for work? Car ____ Bus ____ Other (Specify) _____

Auto Insurance policy name and number _____

In what type of occupation do you desire training? _____

Explain any special needs you may have to be considered in job placement: _____

What skills do you have? Word Processing _____ Spreadsheet _____ Other _____

Future goals: (circle one) ☐ College ☐ Career/Technical School ☐ Military ☐ Full-time Employment

Completed courses in Business Technology

Year	School	Program	Course	Instructor

STUDENT AGREEMENT

Realizing the student's performance on the job will reflect upon the student, the school, and the employer, and as a condition for acceptance into the Business Internship Program, we agree to the following:

1. To maintain a minimum GPA of 2.0 each grading period.
2. To realize, that no special concessions or privileges will be granted to me by the employer because I am a student enrolled in the Business Internship Program.
3. To be prompt and regular in attendance at school and work.
4. To know that if I am absent from my Business Internship class, I will also be marked absent for my internship periods.
5. I understand that I must work a minimum of 8 hours per week for 18 weeks (144 hours) to earn 1/2 credit; and 16 hours per week for 18 weeks (288 hours) to earn I credit. **I understand that I cannot quit my internship during the semester once I have reached the minimum hours required.**
6. To know that the Coordinator is the final authority for student job placement and if I change jobs without prior coordinator approval, it may result in my failing the course.
7. To participate in all phases of the Business Internship Program, including club meetings, and the employer-employee banquet.
8. To dress in business attire when required.
9. To pay district, state, and national Career Technical Student Organization dues if required.
10. To know if I am fired for just cause (shoplifting, theft, insubordination, failure to show up for work, etc.), I shall receive a grade of "F" for the grading period.
11. To realize that I must provide my own transportation for the job or be terminated from the program.
12. To follow all other rules which have been established for students in the Business Internship Program, both at school and on the job.
13. Failure to turn in required documents (timesheets, evaluations, training agreement, training plans, etc.) will result in a grade of "F" for the grading period and semester.
14. To know that the job is an extension of school for credit, therefore, all rules and regulations outlined in the Pinellas county Code of Student Conduct apply

We have read and understand our obligations to the cooperative education program:

_____	_____	_____
Student's Signature	Parent Guardian Signature	Date

COORDINATOR'S OJT VISITATION RECORD	
Dates	Summary of Student's Performance/Progress