GETTYSBURG AREA HIGH SCHOOL

1130 Old Harrisburg Road - Gettysburg, Pennsylvania 17325 - (717) 334-6254 #2
Main Office Fax (717) 337-4443 - Counseling Center Fax (717) 337-4439

Be Here, Be Involved, Be Committed, Be Kind - The Warrior Way

Jeremy A. Lusk, PRINCIPAL | Christine Biggins, ASSISTANT PRINCIPAL | Crystal Grossman, ASSISTANT PRINCIPAL | Kody Godsey, ATHLETIC DIRECTOR

Internship / Teacher Assistant Contract 2026-2027

Student Name: _____ Phone #: _____

Internship Facility / School: _____

Address of Internship Facility / School: _____

Internship Supervisor: _____

Internship Supervisor Phone #: _____

Internship Supervisor Email: _____

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Students in 11th and 12th grade may arrange an internship or teacher assistant placement off-campus work sites related to their career goal, and earn 1 credit for the successful completion of the program. As a Pass/Fail course, the credit is EXCLUDED from grade point average calculations.

You are required to schedule an internship, complete "check-ins" via Canvas / Google Forms, complete Canvas assignments, and complete one writing prompt at the end of each marking period. You will be evaluated by your training supervisor once a marking period as well.

In order to schedule your internship or teacher assistant placement please complete ALL of the information below. First, initial your responsibilities. Then, look over the Supervisor's responsibilities and have them initial each line of the agreement as well. The days/times should coincide with your school schedule to determine the best release time. You will be required to attend your internship or teacher assistant placement a **MINIMUM of 6 HOURS A WEEK**.

Student Responsibilities – Please initial each of the statements below.

1) I agree to perform the assigned duties in a loyal manner and work to the best interest of all concerned. _____
2) I understand that I am responsible for transportation to and from my internship or teach assistant placement. _____
3) I agree to report job problems to my training supervisor and Mr. Kluck. _____
4) I will adhere to company policy and understand my internship may be terminated for the same reasons as regular employees. _____
5) I understand that my internship will be terminated upon withdrawal or graduation from school. _____
6) I will attend school and my internship regularly and will adhere to the 6 hour a week requirement. IF I am unable to report to my internship, I will notify my supervisor and Mr. Kluck BEFORE the start of the normal work day. _____
7) To receive a "P" and earn 1 credit, I agree complete all required hours and complete all assignments in Canvas. _____

Internship / Teacher Assistant Supervisor Responsibilities – Please read, discuss, and initial each of the statements below:

1) I will provide a variety of work assignments and supervise my student intern at all times. _____
2) My internship student / teach assistant and I have agreed upon the scheduled days / times below: _____

   Days / Times of Internship Experience: _____
3) I will fill out a periodic evaluation of the job progress of the intern / teacher assistant, which will be provided by the Mr. Kluck. _____
4) I will provide necessary safety instructions throughout the student training period. _____
5) I will not employ a student to displace a regular worker. _____
6) Work in hazardous areas incidental to training shall be for short periods of time and supervised by a qualified person. _____
7) Employers will provide an environment free of sexual / other harassment with applicable clearances. _____

We understand, agree to the conditions and statements contained in this agreement.

_____	_____	_____
Student (Print)	Student Signature	Date
_____	_____	_____
Parent (Print)	Parent / Guardian Signature	Date
_____	_____	_____
Supervisor (Print)	Supervisor Signature	Date

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Administration Approval (Student **DOES NOT** fill this portion out.)

_____	_____	_____
Coordinator (Print)	Coordinator Signature	Date
_____	_____	_____
Administration (Print)	Administration Signature	Date