SCHOOL BOARD OF PINELLAS COUNTY
**CAREER & TECHNICAL EDUCATION PROGRAM**
**Training Agreement for Business Internship**

EMPLOYER: _____
(Name) (Street Address) (City) (ZIP)

_____
(Phone) (Email)

STUDENT: _____
(First Name) (Middle) (Last) (Street Address) (City) (ZIP)

_____
(Phone)

The Business Internship Program gives students the opportunity to gain experience in a workplace setting. Students in the program are unpaid volunteers assigned to a worksite for approximately 2-25 hours per week, for one or two semesters. The Student's placement with the Employer will be determined by mutual agreement of the Employer and the Teacher/Coordinator. The district retains the right to veto any job placement. The parties will not discriminate against staff or students on the basis of race, sex, religion, color, disability or national origin.

**The Employer** agrees to:

- Provide opportunities for the Student to have occupational experience of instructional value.
- Provide qualified supervision for the work activity. Work will be performed under safe and hazard-free conditions, in accordance with child labor law guidelines.
- Orient the Student to its physical facilities, policies and procedures, as required.

**The Teacher/Coordinator** agrees to:

- Orient Employer's personnel to the goals and objectives of the Business Internship Program.
- Visit the Student at the Employer's site and maintain a close working relationship with the person to whom the Student is responsible while on the job.
- Assure that each student in the program who is assigned to the Employer has personal medical/accident insurance.
- Withdraw from Employer's facilities any Student whose conduct is not acceptable, in the Employer's opinion.

**The Student** agrees to:

- Follow rules and guidelines established by the school, the Employer and the Teacher/Coordinator regarding conduct, school attendance, reporting procedures and required paperwork.

This agreement shall become effective upon the date of signature by all parties, and shall remain in effect until the end of the current school year. This agreement may be terminated by any party at any time by giving ten (10) days prior written notice to the other parties; provided, however, that such termination shall not become effective as to students already enrolled and participating in the Program until such time as the semester then in progress is completed.

We, the undersigned, have read this Training Agreement and understand and agree to its terms this _____
(Day)

of _____, 20 _____.
(Month) (Year)

Student _____ Employer _____

Teacher/Coordinator _____

White - Teacher Yellow - Parent Pink - Employer