

Baltimore County Public Schools
Internship Program
Student-Parent-School Agreement

I, THE UNDERSIGNED, UNDERSTAND THAT AN INTERNSHIP IS DESIGNED TO GIVE THE STUDENT TRAINING IN AREAS RELATED TO HIS OR HER CAREER INTEREST AND AGREE THAT PARTICIPATION IN THIS INTERNSHIP PROGRAM IS SUBJECT TO THE FOLLOWING:

1. Working Hours: Once the student begins work, the hours assigned by the employer must be maintained. Students with paid positions must work on the job even though school is not in session (spring vacation, winter vacation, Memorial Day, etc.). If the firm has a day off, the student also has his/her working hours off on that day.
2. Supervision: Parents/Guardians are responsible for their child at all times. Parents/Guardians agree to aid the teacher-coordinator to improve the in-school and out-of-school activities of their child. Parents/Guardians and students must keep the internship coordinator fully informed of situations, which may affect students' classwork or work at the internship sites.
3. Internship Site: The site must be approved by the internship coordinator. The student may not begin work until all required documentation is validated.
4. Proper Dress and Business Behavior: The student represents the employer and the school. From the first day of employment, the student's dress must conform to the dress policy of the employer. The student agrees to adhere to and maintain a businesslike attitude toward all policies and regulations, including security and safety, of both the internship site and the school. The student agrees to adhere to all the policies of the STUDENT HANDBOOK and understands that these school policies also apply to the internship site.
5. Work Permit: Any student under eighteen must have a validated work permit before reporting for work at a volunteer or paid internship training site.
6. Transportation: Parents or guardians assume responsibility for the transportation and safety of their child to and from the internship site.
7. Seminars, Journals & Long-Term Projects: The student will be required to attend seminars, and to keep a weekly journal. It will be the responsibility of the student to present these journals to the teacher on the established due dates. A long-term project will also be required where the student will research a topic that is integral to the internship experience. The student will be assessed by use of an individual learning plan, which outlines the performance indicators for a specific site.
8. Credit: The student will earn course credit based upon attainment of the specific performance indicators of a given course. The student must work a minimum number of hours a week as determined by the teacher-coordinator and the internship site, but the maximum number cannot interfere with school responsibilities. The maximum number of hours in the work schedule must adhere to guidelines permitted by the school and the teacher-coordinator in conjunction with the Department of Labor and Industry.

9. Ethics: The student is reminded that confidential business matters should not be discussed outside of the internship site. Dishonesty at an internship site or in school will not be tolerated under any circumstances. Each case will be handled individually by the teacher-coordinator, school administrator, and the student involved. Dishonesty will lead to expulsion from the internship program.

11. Attendance and Punctuality: The student must have a 96% attendance and punctuality rate both at school and the internship site.

12. Grade Release Permission: Employers may request to review the student's high school transcript. Permission is granted for the release of a high school transcript to the employer.

_____ (Parent/Guardian Initials)

13. STATEMENT OF MEDICAL INSURANCE COVERAGE

My child is covered under my Family Medical Insurance.

Name of Plan _____ Policy #: _____

My child is not covered under my Family Medical Insurance. I will purchase the School Insurance Policy. _____ (Parent/Guardian Initials)

I, THE UNDERSIGNED, UNDERSTAND THE ABOVE RESPONSIBILITIES AND THAT THE BREACH OF ONE OR MORE OF THE AGREEMENT PROVISIONS MAY RESULT IN THE STUDENT'S REMOVAL FROM THE INTERNSHIP PROGRAM, LOSS OF CREDIT FOR THE PROGRAM, AND POSSIBLE FAILURE TO GRADUATE DUE TO INSUFFICIENT CREDITS. I UNDERSTAND AND AGREE TO FOLLOW THE ABOVE POLICIES IN A MANNER WHICH WILL REFLECT MY INTEGRITY AS WELL AS THAT OF THE PROGRAM.

(Parent/Guardian) (Date)

(Student) (Date)

(Teacher-Coordinator) (Date)