## WCPSS School to Career Internship Program – Business Sponsor Form

INTERNSHIP AGREEMENT for Heritage High School		
Studer	t Name:	
Organi	zation:	
Superv	isor Name & Title:	
Superv	isor Email:	
Organi	zation Address, City, Zip:	
Organi	zation phone #: FAX #:	
The Stu	dent Intern agrees to:	
1.	Undertake activities that provide a comprehensive view of the organization and focuses on the roles, responsibilities, and	
2	functions of the organization sponsor.  Communicate desired learning objectives to the Internship Supervisor.	
3.	Consult with the Internship Coordinator through weekly journal entries submitted in Blackboard.	
4.		

- 5. Conform to the regulations of the organization (dress, conduct, etc.)
- 6. Understand that dropping the internship will result in a withdrawal/failure.
- 7. Understand the Internship Coordinator and the organization must give permission to terminate the internship.
- 8. Complete all WCPSS internship credit requirements.
- 9. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.

## The Internship Coordinator agrees to:

- 1. Review the student intern's learning objectives and internship responsibilities.
- 2. Monitor student performance during the internship.
- 3. Maintain contact with the internship supervisor.
- 4. Conduct a site visit and schedule meetings as needed with the student to advise the student intern on appropriate behavior, performance standards, and academic information.
- 5. Assess the student intern using the WCPSS internship rubric.

## The Parents/Guardian agrees to:

- 1. Provide transportation for the student to and from the internship location (student may drive).
- 2. Encourage the student to complete all requirements of the internship program.
- 3. Provide automobile, health and accident insurance for the student.
- 4. Report any concerns regarding internship to the Internship Coordinator.

## The Internship Supervisor agrees to:

- 1. Provide a challenging learning situation for the student intern.
- 2. Assist the student intern with project ideas.
- 3. Assign a mentor to work with the student intern and evaluate all work products.
- 4. Confer with student intern to provide feedback on strengths and areas to be improved.
- 5. Verify student's hours.
- 6. Notify the Internship Coordinator if the student intern is not attending the internship promptly and regularly.

Student Intern Signature	date
	date