



Thousand Islands High School
Sand Bay Road
Clayton, New York 13624
(315) 686-5595

INTERNSHIP CONTRACT

STIPULATIONS OF THE INTERNSHIP PROGRAM:

- Students may actively participate in activities that contribute to their vocational guidance, but may not replace a paid employee.
- Students cannot participate in the internship program if they receive pay from the same employer for similar work performed during hours when they are not on internship.
- Students are covered by the Thousand Islands Central School Liability Insurance Policy during their internship placement.

THE STUDENT AGREES:

- My obligation to Thousand Islands Central School continues when I leave for my internship station. I understand my internship is an extension of my school program and I am entering this program to learn as much as my internship supervisor can provide in the nature of information, skills and attitudes. I will demonstrate a conscientious attitude and be honest, punctual, cooperative, courteous and willing to learn.
- I will complete all items as outlined on the Student Responsibility Checklist. I understand that I will not receive internship graduation credit without completing the proper paperwork.
- I will make an orientation contact with my internship site prior to my first complete day of School-To-Work Internship. I understand this contact will be completed on my own time.
- I will give my internship supervisor as much advance notice as possible if I am unable to report to my internship station or if I cannot be there on time. If I am unable to report to my internship station, I will notify my instructor by calling the Thousand Islands High School main office and leaving a message with one of the secretaries. If my internship station is closed for any reason, I will report to Thousand Islands High school for participation in my regular classes. I will make up hours lost due to not reporting to my internship site. I will use my time outside school hours to make up required time designated by the internship coordinator.
- I will comply with a reasonable request, order or recommendation that my internship supervisor gives me as long as I am not asked to do something that is dangerous or illegal.
- As a representative of Thousand Islands Central School, I realize my conduct is a reflection upon the entire Internship Program and fulfilling the above obligations will be an important part of my training.

THE INTERNSHIP PROGRAM COORDINATORS AGREE TO:

- See that all parties are aware of their responsibilities and obligations while participating in the program.
- Visit internship stations to consult with students and supervisors to determine job progress, attitudes, and requirements obligation of this educational exposure.

- Use discretion on the time and circumstances chosen for site visits.
- Foster good communications and understanding between all parties. Constantly strive to improve the program by seeking suggestions from all parties.

THE WORK STATION SUPERVISOR AGREES TO:

- Inform the students of company rules, regulations and policies and the exact duties and responsibilities of their job.
- Provide direct supervision of the student's work.
- Give the students progressive and challenging work activities, as they are able to handle them.
- Review the student's job progress with them each day.
- Complete an appraisal of the student's performance provided by Thousand Islands High School.
- Contact the Internship Coordinator by calling the Thousand Islands High School, 686-5595 ext. 4601, if a student is absent without proper notification and/or if a student's performance is unsatisfactory.

PARENT OR GUARDIAN:

I give my permission for my (son/daughter) _____ to participate in the internship
 (Name)
 program at _____
 (Internship Site Name and Address)

according to the schedule established by the employer for a maximum of 4 days and a minimum of thirty hours. I understand that if the total hours are not met in the time given that my son/daughter is responsibility for meeting this requirement on his/her own time.

 PARENT OR GUARDIAN

The responsibility for transportation to and from the work site lies with the parents and students. The school will provide rides wherever possible within its regular network of busing during school hours when students are in session. This will include trips to and from Watertown on the morning and afternoon BOCES runs.

THIS AGREEMENT IS NOT IN EFFECT UNTIL IT IS SIGNED BY ALL PARTIES

We, the undersign, agree to the terms and statements contained in the agreement.

School Year 2009 - 2010

 STUDENT

 HIGH SCHOOL PRINCIPAL

 INTERNSHIP COORDINATOR

 EMPLOYER/INTERNSHIP SUPERVISOR