

WORK BASED LEARNING

Student/Parent Commitment Form

Student Name: _____

Business Name: _____ Work Site Supervisor: _____

Business Address: _____ Business Phone: _____

I AGREE TO ALL OF THE FOLLOWING:

- To undertake activities that provide a comprehensive view of the organization. Focus on the roles, responsibilities, and functions of my supervisor or department.
- To consult with my internship coordinator on a regular basis regarding my internship experiences. The coordinator gives the final grade.
- To be in regular attendance and on time in my assigned internship.
- To notify my sponsors prior to my absences.
- To notify my intern coordinator should accident or illness cause me to lose my internship.
- To notify my intern coordinator if any problems or concerns arise regarding my internship.
 - I understand that if I fail to attend my internship or quit without approval from Ann Decker that I will receive an "F" on my report card. This "F" grade is not negotiable to be changed.
- To conform to the regulations of the organization where I am working (dress, conduct, etc.)
- To understand that dropping this internship after starting will result in a failing mark. You must discuss this with your coordinator, who will then speak to your sponsor of the possibility of a change.
- To inform parent(s) of internship placement and experiences.
- To complete the required journal, attend the intern seminars, and submit the required forms/assignments at the designated times.
- To make every effort to do my best on my internship.
- The determination of the method of transporting students to and from the work site is the parent's responsibility.
- To be continually insured with a health insurance policy either through my parent or guardian or through the purchase of school insurance.

GRADING

To receive credit ("P" grade) for an internship, a student must complete the following items before the end of the term:

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| <input type="checkbox"/> Student/Parent Contract (Green) | <input type="checkbox"/> Portfolio | Interns Only |
| <input type="checkbox"/> Training Agreement (Pink) | <input type="checkbox"/> 45 hours at the work site per term per credit | <input type="checkbox"/> Info and Agreement Sheet |
| <input type="checkbox"/> Monthly Hour Sheets (Orange) | <input type="checkbox"/> Resume/Application Letter | <input type="checkbox"/> Internship Skills List |
| <input type="checkbox"/> Attend 3 seminars and complete seminar assignments | | <input type="checkbox"/> Job Task Analysis |
| | | <input type="checkbox"/> Daily Journal Entries |
| | | <input type="checkbox"/> Worker's Comp Sheet |

To receive an "A" grade for an internship, a student must complete the assignments listed above by the dates indicated on the monthly calendar and:

Attend one (1) additional seminar and complete assignments on time

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____