



**UINTAH HIGH SCHOOL  
INTERNSHIP & STUDENT COMMITMENT AGREEMENT**

Student/Trainee \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Career Goal \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

***Student/Trainee agrees to and Parent/Guardian supports the following responsibilities: PLEASE READ***

- Maintain satisfactory attendance and performance at school **and** at the Internship site, and notify the employer prior to any absence. *I realize that Internship is a class, not free time to do whatever I want and I'm expected to be at my Internship during the period(s) scheduled.*
  - Satisfactory attendance is no more than 6 absences in any class during the trimester, excluding school activities.
  - Satisfactory school performance is to maintain a grade of "C" or better in all classes.
- Show honesty, punctuality, a cooperative attitude, proper grooming and dress and a willingness to learn.
- Consult the program coordinator, as well as, the employer about any problems.
- Report any changes in work situation immediately to Coordinator.
- To notify my intern coordinator immediately should something cause me to lose my Internship. I understand that if I fail to attend my Internship or quit without approval from JoJo Gale that I will receive an "F" grade. This "F" grade is not negotiable to change.
- **Attend all Monday classes.** If I miss class on Monday, it is my responsibility to check with JoJo Gale within 2 days of my return to school to get the missing assignment.
- To complete and submit assignments on time. Late assignments will have points deducted.
- To turn my timesheet in weekly. I realize that turning in my timesheets late will adversely affect my grade. Timesheets that are more than one (1) day late only receive half credit.
  - If you turn your timesheet in late, it is your responsibility to have your attendance cleared. You must pick up a slip from JoJo Gale and take to the attendance secretary for the absences to be cleared.
- To make every effort to do my best on my Internship.
- I have received a Student Manual and understand the expectations of the Internship Program.
- Transportation is the responsibility of the parent/guardian. If I am driving a vehicle to my Internship site, I agree that the vehicle will be insured with at least the state required minimum of liability insurance.

***Internship Coordinator agrees:***

- Assist in developing student Internship training plans with employer and student.
- Visit worksite to evaluate the educational quality of the training program and obtain evaluations of student's progress.
- Act as a liaison to assist in explaining requirements, completing paperwork, resolving problems and otherwise help the youth and supervisor maximize work performance and learning opportunities.
- Coordinate with sponsoring teacher and counseling department to ensure proper credit is given, if applicable.
- Worker's Compensation is covered by Uintah School District for unpaid positions.
- Under federal regulations, all Career and Technical Education programs and services are open all students regardless of race, color, national origin, sex or disabilities. If any student feels as he or she has been subject to discrimination under any of these categories, he or she is to contact the school principal's office or local school district office to file a grievance.

Student/Intern	Date
Parent/Guardian	Date
Internship Coordinator	Date