



## INTERNSHIP AGREEMENT FORM

THIS AGREEMENT is between \_\_\_\_\_, the Student, the student's parent or guardian, STEM School Highlands Ranch, Internship Program and \_\_\_\_\_ (partner company). Program eligibility is contingent on successfully completing the STEM School Internship Program enrollment process. School credit for internships is awarded to students contingent on completion of paperwork, submission of documentation of internship hours, and any additional assignments required by school staff.

An internship supports career readiness and provides students with hands-on, real world experience. The internship can be offered by a for-profit or non-profit entity within one of the following Colorado Career Clusters:

- Business, Marketing & Public Administration
- Agriculture, Natural Resources & Energy
- STEM, Arts, Design & Information Technology
- Skilled Trades & Technical Sciences
- Health Science, Criminal Justice & Public Safety
- Hospitality, Human Services & Education

Internships can be paid or unpaid at the discretion of the employer. The student must notify STEM administration beforehand if the employer does not cover the STEM intern with Worker's Compensation Insurance.

Students must submit the following documents before starting their internship:

- *Student Internship Agreement* form
- *Professional Internship Course Approval* form with attached *Skills Identification* form
- Assumption of *Risk and Release - Off Campus* form [DCSD Assumption of Risk](#)

## COMMITMENT

The Student agrees:

- To be placed as an intern at \_\_\_\_\_ (partner company).
- To attend required class, workshops, seminars or other work readiness training before and/or during the internship/work experience.
- To attend all scheduled classes in accordance with school policies or risk losing internship or forfeit school credit for the internship.
- To participate in the internship according to the schedule listed on the Professional Internship Course Approval Form.
- To provide your own transportation to and from the internship site. If Student drives, the student will ensure the vehicle is insured.
- To act as an ambassador for STEM School Highlands Ranch, its students, faculty, and staff by conducting oneself in a positive, ethical and respectful manner and maintain good grooming, appropriate dress and professional behavior throughout internship.
- To be familiar with and follow the internship site's employment policies, procedures, dress code, privacy or confidentiality agreements, and behavioral expectations.
- To notify internship supervisor and school contact person of absences and/or tardiness according to internship policies and procedures and to inform school contact person of



any changes in internship status (ex. change in work schedule or dismissal).

- To maintain communication with school contact person via email, phone or face to face contact at school as required by the internship program.
- To meet the requirements for a passing grade, and turn in documentation required for school credit to designated school staff personnel. This will include timesheets and internship final summary paper.

The parent or guardian agrees:

- To be responsible for the personal conduct of their student while participating in the Internship Program.
- To encourage their student to communicate directly with the worksite supervisor and Internship Coordinator when late or absent from work.
- To provide the support needed for the student to fully engage in the internship program.
- To assist their student with transportation, as needed.
- To support their student in reporting any injuries that occur while performing work related duties and following worker's compensation procedures. Report injury to employer, the Internship Coordinator and School Nurse immediately.

STEM School Highlands Ranch agrees:

- To develop a plan outlining the specific skills the student will learn on-the-job in collaboration with the internship supervisor.
- To provide case management support and act as a liaison between the student, parent/guardian, school and internship supervisor.
- To ensure that internship site conditions meet the requirements of the law and will not endanger the health, safety, or welfare of the student. STEM School Highlands Ranch staff reserves the right to withdraw a student from an internship site when serious concerns arise related to student safety and/or well-being.
- To provide consultative support to the internship supervisor to ensure a successful and meaningful internship experience for the student and supervisor.
- To issue school credit based on hours worked as documented on signed timesheet, pay stub, or other district-approved documentation per course syllabus or program policy.

The Internship Site agrees to the following:

- To permit \_\_\_\_\_, from STEM School Highlands Ranch, to enter the workplace as an intern under the supervision of \_\_\_\_\_ for the purpose of gaining knowledge and experience.
- The internship site agrees to conform to all federal, state, and local laws and regulations, including Child Labor Laws and non-discrimination on the basis of sex, race, creed, color, disability, or marital status.
- Intern supervisor will instruct the student in office procedures, appropriate dress, office culture/etiquette, and safety policies and procedures.
- Ensure the Student is given the opportunity to gain well rounded experience in a safe environment and progress in the position as proficiency allows.
- To contact school staff if concerns arise regarding a student's work performance.
- To maintain confidential information and not reveal it to clients, colleagues, or others without procuring the necessary releases or authorizations.



- To verify intern timesheet/internship hours and complete the required Performance Evaluations each term, providing feedback on student's ability to meet workplace expectations.

## **EMPLOYMENT EXPECTATIONS**

### **Confidentiality**

The student acknowledges that in the course of the internship experience the student may have access to and be involved in the processing of verbal, written, filmed, and/or recorded information relating to clients, employees or company business.

The student understands confidentiality of the direct or indirect information needs to be maintained at all times, both during and after the internship experience. The student understands information may not be shared, discussed, or revealed with anyone.

Failure to maintain confidentiality may result in disciplinary action, including termination from the internship or legal action.

### **Resignation**

Due to the nature of an internship arrangement, a student may not withdraw from an internship without prior authorization from staff except in severe and justifiable circumstances.

If the student resigns from the internship program before all program requirements are complete, the student will not be awarded credit.

### **Termination**

Grounds for termination during the internship may include but are not limited to:

- Academic concerns (drop in grades, attendance, not completing class assignments, etc.)
- Poor work performance
- Unprofessional or inappropriate behavior
- Failure to meet program expectations

In the event that the Student is terminated from the internship program for reasons of unprofessional or inappropriate behavior while enrolled at STEM School Highlands Ranch, the Student may face additional disciplinary action as deemed reasonable by the School's Administrator. Termination will result in a failing grade.

## **INTERNSHIP REFLECTION PAPER AND ATTENDANCE VERIFICATION**

Student is required to submit a one-page reflection paper on lessons learned during their internship. The one-page summary will be submitted along with the attendance log, no later than the last semester day. Documents received after the semester ends may result in a non-passing grade.

By signing this form, parent(s)/ guardian and student confirm they have read through the Student Internship Agreement form.



# STEM SCHOOL

HIGHLANDS RANCH

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<b>Student Name:</b>		<b>Student Signature:</b>		<b>Date:</b>	
<b>Parent/Guardian Name:</b>		<b>Parent/Guardian Signature:</b>		<b>Date:</b>	
<b>Employer Contact Name:</b>		<b>Employer Contact Signature:</b>		<b>Date:</b>	
<b>STEM Contact Name:</b>		<b>STEM Contact Signature:</b>		<b>Date:</b>	