

# Career Technical Paid Internship Agreement Year 20 \_\_\_\_\_ to 20 \_\_\_\_\_

Student: \_\_\_\_\_ Course: \_\_\_\_\_ Training Site: \_\_\_\_\_

Technical: \_\_\_\_\_

Career Technical Education is an instructional methodology which correlates concurrent, formal vocational classroom instruction with regularly scheduled, paid on-the-job training experience. Career Technical Education assists students to develop and refine occupational competencies (attitudes, skills and knowledges) needed to acquire, adjust, and advance in an occupation.

## EMPLOYER RESPONSIBILITIES

As a work station sponsor, I agree to:

1. Accept and assign the student to jobs and otherwise treat them without regard to race, religion, sex, national origin, age, disability, or genetics per the Equal Employment Opportunity Commission.
2. Inform the student of rules, regulations, and duties expected of the student on the job.
3. Supervise the student on the job; assist in improving the job performance of the student and assign the student to more responsible duties or positions if openings occur for which the student is qualified.
4. Plan an appropriate variety of job tasks/responsibilities.
5. Abide by State and Federal Laws/regulations pertaining to employment/training as applicable, including California Child Labor Laws, when not exempted.
6. Have on file a "Permit to Employ and Work" for each student under 18 before assigning paid work hours. (see California Child Labor Laws)
7. Provide Workman's Compensation coverage for the students.
8. Verify the hours the student works.
9. Confer with the teacher regarding the student's progress and complete a written evaluation.
10. Inform the teacher when planning to terminate a student's employment.
11. Release student to attend regularly scheduled control class.
12. Not assign any work which includes driving of students under 18 years of age.
13. Ensure the student does not begin work until he or she is covered by worker's compensation insurance.
14. Assign the student to the following initial employment/training.

Type of work: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Training Site: \_\_\_\_\_

Address: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_

Print Sponsor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## DISTRICT RESPONSIBILITIES

As a teacher in the Career Technical Education Program, I agree to:

1. Inform the student of program rules, regulations and provide necessary forms.
2. Instruct the student regarding the student's dual responsibility to the employer and to the school.
3. Work closely with the employer in order to provide the student with maximum benefit from the employment/training experience.
4. Visit the students training station at least once per training period to ensure the Training Agreement provisions are being met. One out of every two visits shall include an observation of the student.
5. Correlate related learning activities in the control class and assist with problems relating to learning experiences at the community training site.
6. Provide employer with evaluation forms and discuss the job performance of the student with the employer and the student.

Teacher's Signature: \_\_\_\_\_

## PARENT/GUARDIAN RESPONSIBILITY

As a parent/guardian of a student I agree to:

1. Approve of my son's/daughter's enrollment in the course and allow him/her to participate in the Career Technical Education Program.
2. Encourage the student to effectively carry out the duties and responsibilities of the program at school and on the job.
3. I understand that her/his work schedule may not coincide with regular school hours. I accept full responsibility for my son/daughter during those hours that he/she is neither in class under the direction or supervision of a teacher, nor on the job.
4. Arrange transportation for the student and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation used.
5. Provide the student with ample automobile insurance coverage while driving to and from school and to and from the training station.
6. Acknowledge that the California Education Code does not require School Districts to conduct background checks or fingerprinting of any kind on non-District, external employers at off-site locations such as the Employer.

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## STUDENT RESPONSIBILITIES

As a student in the Career Technical Education Program, I agree to:

1. Follow the program rules and regulations established by the school and the employer.
2. Obtain a Social Security Card and *work permit* if needed.
3. Submit a time card to verify the number of hours worked as required by the teacher.
4. Notify the teacher and the employer of school or job related problems that are affecting job performance.
5. Maintain regular attendance and punctuality in school and on the job. I will NOT work on days that I am absent from school regardless of the reason for the absence.
6. Attend the related instruction class(es) as required by instructor.
7. Notify my employer *before* I am due at work if an illness or an emergency prevents me from working.
8. Notify my teacher within one day if I am released from my employment or wish to change my training site.
9. Consult with the teacher and employer if I should find it necessary to terminate my employment before I make a commitment to do so.

Student's Signature: \_\_\_\_\_