



## Seaman High School College & Career Readiness Internship Student/Parent Contract

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Cooperating Mentor's Name: \_\_\_\_\_

### STUDENT GUIDELINES AND CONTRACT

Welcome to Seaman High School's College & Career Readiness Internship. Outlined on these pages are the guidelines and expectations upon which students accepted into the Internship program will be held accountable. Students please initial each statement. Parents, please provide your signature where requested.

1. Only Senior students in good standing may participate in the Internship. The definition of good standing: 95% attendance rate (during your internship), no more than five (5) discipline points, and on track with credits toward graduation. \_\_\_\_\_ (Student Initials) \_\_\_\_\_ (Parent Initials)
2. All Internship participants will be required to have a contract signed by the student, the parent or guardian. \_\_\_\_\_ (Student initials) \_\_\_\_\_ (Parent Initials)
3. Transportation to the career mentor's business from the school will be the responsibility of the student. Students must have their own vehicle and a current and valid driver's license. \_\_\_\_\_ (Student initials) \_\_\_\_\_ (Parent Initials)
4. Students enrolled for 6/8 blocks or 5/7 blocks may NOT eat lunch away from SHS on his/her way to the internship. \_\_\_\_\_ (Student initials) \_\_\_\_\_ (Parent Initials)
5. Mentors may choose to formally interview students or use some other means to judge acceptability to their business. \_\_\_\_\_ (Student initials) \_\_\_\_\_ (Parent Initials)
6. Students are required to dress professionally for the workplace. They must adhere to the expectations of the mentor's dress code policy. T-shirts, shorts, short skirts are unacceptable at anytime. \_\_\_\_\_ (Student initials) \_\_\_\_\_ (Parent Initials)
7. Students will not receive cash payment for Internship time unless the career mentor's business requires this per their company policies. **If a student works additional hours, payment will be available only if offered by the employer.** \_\_\_\_\_ (Student initials) \_\_\_\_\_ (Parent Initials)

8. Students must check out of the office and then go directly to their Internships location. Stopping at any other location will be grounds for detention, Friday school, and/or other disciplinary measures. Failing to abide by this rule will be grounds to terminate the student's Internship program. \_\_\_\_ (Student initials) \_\_\_\_ (Parent Initials)
9. Violation of a major school rule/policy (one that would merit a suspension) will result in removal from the Internship and loss of credit. \_\_\_\_ (Student initials) \_\_\_\_ (Parent Initials)
10. Students enrolled in Internship may earn .5 elective credit/hour/semester. The Internship Coordinator is responsible for assigning grades to students enrolled in the Internship program. A letter grade (A, B, C, D, or F) will be assigned for each quarter and semester in which a student participates in the Internship program. \_\_\_\_ (Student initials) \_\_\_\_ (Parent Initials)
11. Each student will request that his/her Cooperating Mentor complete a performance evaluation at the end of the semester. This evaluation will be returned directly to the Internship Coordinator and will be used to determine semester grades. Scheduled and surprise on-site evaluations will be included in the student's performance evaluation. \_\_\_\_ (Student initials) \_\_\_\_ (Parent Initials)
12. Each student will be responsible for keeping an on-line journal of their work experience, participate in on-line discussions, and will be required to complete and present a capstone project at the end of the semester and participate in a career fair for the Success 101 class at the end of the semester. \_\_\_\_ (Student initials) \_\_\_\_ (Parent Initials)
13. Correspondence with mentor and intern may occur through email or text messages. Students should not text mentor outside school hours. \_\_\_\_ (Student initials) \_\_\_\_ (Parent Initials)
14. I consent to my son/daughter's participation in this course and have accident/injury insurance for my son/daughter. I will not hold the school nor the place of business liable in the case of an accident/injury occurred on the way to and or at the internship. **Parent/Guardian signature**  
\_\_\_\_\_

Mrs. Noble can be reached at [gnoble@usd345.com](mailto:gnoble@usd345.com) or at 785-286-8300 if you have any questions.

I acknowledge and approve of my child's involvement and commitment in the College and Career Ready Internship. I have read and understood this contract.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent:** \_\_\_\_\_ **Date** \_\_\_\_\_