

# DAVINCI

*Academy* of SCIENCE and the ARTS

Student/Trainee \_\_\_\_\_ Phone Number \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Soc.Sec. # \_\_\_\_\_

Career Goal \_\_\_\_\_

Job Shadow

Intern

Employer/Sponsor \_\_\_\_\_ Supervisor \_\_\_\_\_

Employer/Sponsor Address \_\_\_\_\_

Beginning Date of Internship \_\_\_\_\_ Employer Phone Number \_\_\_\_\_

**Employer agrees:**

- That Intern will receive an orientation to the job and training site, as well as a meaningful, well-supervised work experience.
- Will ensure that sufficient work is available for intern.
- Establish policies for participant concerning working hours, rules and regulations of business, expected work habits, etc.
- Conform to Federal laws prohibiting discrimination on basis of race, color, national origin, sex, or handicap
- Conform to Federal Child Labor Laws.
- Report any problems/changes in Intern work situation to Coordinator.

**Student/Intern agrees and Parent/Guardian support the following responsibilities:**

- Maintain satisfactory attendance and performance at school and at the Internship site, and notify the employer prior to any absence.
- 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.
- To conform to the rules and regulations outlined in the Internship Field Manual.
- Submit weekly journal entries and required assignments to Coordinator.
- Report any changes in work situation immediately to the Coordinator.
- Transportation is the responsibility of the parent/guardian.

**Internship Coordinator agrees:**

- Assist in developing student Internship training plans with employer.
- 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 DaVinci Academy for unpaid positions.

\_\_\_\_\_  
Employer/Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student/Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Coordinator

\_\_\_\_\_  
Date