

## ICS Internship Student Contract

Student Information	Organization/ Company Information
Student Name:	Organization/ Company:
Student Email:	Website:
Student Mobile:	Address:
Father's Mobile:	Internship Location:
Mother's Mobile:	Phone:
	Mentor:
	Mentor's Email:
	Mentor's Mobile:

### General Criteria:

1. The internship is for the benefit of the students.
2. The students do not displace regular employees, but work under their close observation.
3. The mentor provides the training and should not anticipate or any productivity service benefit, in that the primary goal of the internship is for education.
4. The mentor and the students understand that the students are not entitled to wages and shall not receive any fiscal compensation for the time spent in training.
5. If a student is released from the internship for any reason, it will be communicated to the ICS CAS Coordinator, Ms. Tash McCarroll.
6. The ICS Internship Program will take place during the week of March 28 to April 1, 2015.

### Student Intern agrees to:

1. Perform the necessary tasks and follow instructions as given by the Internship Coordinator and/or Internship Mentor or direct supervisor.
2. Abide by the regulations, policies and rules of both the Mentor Organization and the school handbook.
3. Attend the introductory meeting, any appropriate training and the closing appreciation event.
4. Provide transportation to and from the assigned internship site with parent permission
5. Notify the supervisor of any absence or late arrival prior to starting time.
6. Recognize that school absence is also an internship absence.
7. Record daily journal entries on his/her activities as required.
8. Report to the Internship Coordinator as soon as possible when problems arise affecting his/her internship Placement
9. Not hold the Mentor Organization liable for accidents or injuries sustained during internship, as noted in the Liability Consent Form

10. Dress appropriately for the internship experience.
11. Keep all matters confidential
12. Complete the Internship Reflection on Managebac within one week after the Internship.

**The Parent or Guardian agrees to:**

1. Ensure the student intern is carrying out his/her responsibilities.
2. Communicate with the ICS CAS Coordinator, Ms. Tash McCarroll, for all matters concerning the student internship.
3. Provide transportation to and from the assigned internship site.

## Agreement of Terms

<b>Signature of Intern:</b>	<b>Date:</b>
<b>Signature of Parent/ Guardian:</b>	<b>Date:</b>