

Off-Site Work Experience Application and Agreement

Section 1: To be completed by applicant and submitted to the course instructor.

Intern Information		
Last Name :	First:	Date:
Mailing Address:		
City :	Zip Code:	
Phone:	Email:	
CTE Program:	CTE Instructor:	
Sending High School:	Year of Graduation:	

Education and Experience
What skills, qualities, and/or certifications make you qualified for this internship?
What educational or professional experiences have you had that have prepared you for this internship?

Personal Information
Why are you interested in an internship in our organization?
Describe your professional and educational goals.

Professional or Educational References	
Name	Title and contact info (e-mail and/or phone number)

Company Information	
Company Name:	Company Supervisor:
Mailing Address:	
City :	Zip Code:
Phone:	Email:

Times Available				
Monday	Tuesday	Wednesday	Thursday	Friday

Disclaimer and Signature	
<i>I certify that information I have provided on this application are accurate to the best of my knowledge.</i>	
Signature:	Date:

Section 2: To be completed by the instructor upon consulting with the company supervisor and submitted to the office when signatures have been acquired.

Intern Information	
Has the student demonstrated proficiency in technical skills standards relevant to this internship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student demonstrated outstanding professionalism in your program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student successfully completed all safety training and testing relevant to this internship?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Schedule <i>(students must be present in class at CTE at least 3 days per week)</i>				
Start Date:		End Date:		
Monday	Tuesday	Wednesday	Thursday	Friday

Internship Information

Describe or list goals and objectives to be completed during the internship.

Provide an outline of the internship including general expectations, responsibilities, and areas of focus.

How will the intern's progress be evaluated over the course of the internship?

Section 3: To be reviewed and agreed upon by all parties including the intern, CTE instructor, company supervisor, Student Services Coordinator, and Parent/Guardian.

Six Point Criteria for Internship

1. Training and activities, though they may include involvement in actual operations of the facility, are relevant to the goals and objectives of the internship.
2. The company derives no immediate advantage from the activities of the interns and, on occasion, operations may be impeded.
3. An intern does not supplant a regular employee but may work under their supervision.
4. Interns are not entitled to employment at the conclusion of the internship.

5. Interns are not entitled to wages and/or benefits for the term of the internship. The company may choose to grant wages and/or benefits to the intern for training hours. The company may also employ the intern outside of the parameters of the internship at their discretion.
6. The internship may be terminated at any point if one or more of the agreeing parties so choose.

General Responsibilities of the Parties Involved

Intern

1. Adhere to company policies including attendance, dress code, safety, required training, and others as they apply.
2. Maintain good academic and social standing at MMTC and sending high school.
3. Complete all assignments and tasks associated with the internship.
4. Communicate any issues or concerns immediately with the company supervisor, MMTC Instructor, or Student Services Coordinator.

CTE Instructor

1. Collaborate with company supervisor on planning internship activities and evaluating intern performance.
2. Maintain regular contact with intern and company supervisor regarding progress.
3. Communicate any issues or concerns immediately with intern, company supervisor, Student Services Coordinator, and/or Parent/Guardian.

Company Supervisor

1. Be aware of and adhere to laws and statutes as they pertain to child labor.
2. Collaborate with the instructor on planning internship activities and evaluating intern performance.
3. Communicate to the instructor and the intern any policies and/or procedures relevant to the internship.
4. Provide a working environment and experience relevant to the internship goals and objectives.
5. Provide appropriate training and supervision to promote safety and support the educational progress of the intern.
6. Communicate any issues or concerns immediately with the intern, MMTC instructor, or Student Services Coordinator.

<hr style="border: 0; border-top: 1px solid black;"/> <p><i>Intern Signature</i></p>	<hr style="border: 0; border-top: 1px solid black;"/> <p><i>Date</i></p>
<hr style="border: 0; border-top: 1px solid black;"/> <p><i>CTE Instructor Signature</i></p>	<hr style="border: 0; border-top: 1px solid black;"/> <p><i>Date</i></p>
<hr style="border: 0; border-top: 1px solid black;"/> <p><i>Company Supervisor Signature</i></p>	<hr style="border: 0; border-top: 1px solid black;"/> <p><i>Date</i></p>
<hr style="border: 0; border-top: 1px solid black;"/> <p><i>Parent/Guardian Signature</i></p>	<hr style="border: 0; border-top: 1px solid black;"/> <p><i>Date</i></p>
<hr style="border: 0; border-top: 1px solid black;"/> <p><i>Student Services Coordinator Signature</i></p>	<hr style="border: 0; border-top: 1px solid black;"/> <p><i>Date</i></p>
<hr style="border: 0; border-top: 1px solid black;"/> <p><i>High School Guidance Counselor Signature</i></p>	<hr style="border: 0; border-top: 1px solid black;"/> <p><i>Date</i></p>