

## Tonasket Choice High School Big Picture Learning Program Internship Agreement

This memorandum of agreement is for the purpose of outlining the arrangement between the school/advisory and the internship site/mentor. The goal is to foster a mutual understanding, shared responsibility and a commitment to working together to facilitate hand-on learning experiences in a career field of interest identified by the student. It, therefore, should not be interpreted by either agency as a legal document or any form of binding contract and may be terminated or amended at any time upon mutual agreement. Tonasket School District prohibits discrimination in matters affecting access to programs on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or disability.

### The Student Agrees To:

1. Adhere to all the expectations lined out in the Tonasket School District handbook at school and at the internship site.
2. Understand that the student intern will receive no wages for time at the internship site.
3. Abide by the assigned internship site weekly schedule (days/hours) except by mutual agreement of all parties.
4. Realize that students in the internship program follow the school calendar, and as such, attendance at the internship site is not required (but is allowed) on non-school days.
5. Arrive on time daily for both school and internship and if late or absent for reasons beyond student's control, call the appropriate person.
6. Understand that any breach of confidentiality may result in immediate dismissal.
7. Understand that being terminated from an internship site due to an illegal act, absenteeism, lack of cooperation, etc., may result in removal from the Tonasket Choice High School Big Picture Learning Program.
8. Understand that parents/guardians should communicate questions/concerns to the school internship coordinator or student's advisor, not to the mentor or internship site coordinator.
9. Abide by all implied and stated terms included in this agreement

### The Mentor Agrees To:

1. Assign an individual employee as the student's mentor
2. Understand that the internship is to benefit the student in career exploration and the student intern is not entitled to wages for the time spent training and should not displace regular employees.
3. Provide the student with meaningful work assignments which, within the confines of employer needs and time-tables, will enhance and compliment the student's individual learning plan.
4. Provide the student with an orientation to the work setting, including confidentiality, and emergency safety procedures, upon initiation of each new internship experience, as necessary.
5. Provide safe and healthful working conditions for the student and hold the school harmless for any injury, illness or damages resulting directly or indirectly from the student's employment activities.
6. Provide students to the extent possible, an overview of all applicable aspects of the industry including organization and management structure, technical and production processes, and major industry, labor, health, environmental, and community issues impacting the business.
7. Notify the school if aware there is a sex offender employed at the internship site.
8. Understand that the intern will follow the school schedule on alternate schedule or inclement weather days
9. Evaluate the student's performance at least twice during the internship experience.
10. Communicate questions and concerns directly to the school's internship coordinator.
11. Abide by all implied and stated terms included in this agreement.

### The School/Internship Coordinator Agree To:

1. Provide a school internship coordinator to work with businesses, organizations, schools and the community.
2. Coordinate efforts of program participants including students, parents, teachers, and internship site mentors.
3. Monitor the safety and security of the internship site, coordinating with the site mentor.
4. Maintain documentation: internship site placements, mentors, student hours, student evaluations, and correspondence with students, parents and internship site mentors.
5. Abide by all implied and stated terms included in this agreement.