BLACKHAWK
Christian School
Scholars' minds.
Servants' hearts.

Professional Career Internship Training Agreement

Student Name: _____ Grade in School: _____

Internship Site: _____ Site Supervisor/Mentor:_____

Site Address: _____ Phone Number_____

City: _____ Zip: _____ E-Mail: _____

Training Period: _____to_____ Approximate Hours Per Week: _____

This is a training agreement between the student, internship site supervisor/mentor, school, and parents concerning only the Blackhawk Christian School Professional Career Internship/Work Course. All parties entered into this agreement will comply with all applicable state and federal employment regulations. It is the policy of this school corporation not to discriminate on the basis of race, color, gender, veteran status, national origin, age, limited English proficiency, or disability in its programs or employment policies.

Responsibilities of each party:

The Student

1. Abide by the BCS "Student Handbook" both at school and at the internship site.
2. Abide by the rules and regulations of the internship program as outlined by the Coordinator.
3. Comply with the policies and procedures of the internship site organization and assigned area(s).
4. Attend school and the internship site as scheduled. Notify the internship site supervisor by a designated time on any day absent or late -- this includes cancellation and delay days. The student may attend work on delay/cancellation days only with parent permission. A doctor's excuse is required for extended absences. Student must follow program attendance rules.
5. Secure own transportation to and from internship site. (No riding with other students.)
6. Submit weekly information via Weekly Log Sheets and Google Docs to the Coordinator of the days, hours, and various training experiences when they are due.
7. Complete all necessary paperwork and reports promptly and adhere to deadlines both at school and at the internship site.
8. Cannot sever the internship position without prior approval from the Coordinator; this will only happen on rare occasions. Involvement in the internship program must be terminated if the student has withdrawn from Blackhawk Christian School.
9. Perform satisfactorily both at school and at the internship site to receive credit in the program.
10. Keep the Coordinator informed of any situations that would affect personal performance in the training program.

Professional Career Internship/Work For Credit Course Training Agreement continued:

The Internship Site Supervisor/Mentor

1. Provide the student with a variety of experiences and training that is related to the student's career area of interest or necessary for the specific work area assigned.
2. Consult with the Coordinator if termination of the student's involvement becomes necessary.
3. Evaluate student's performance at quarterly intervals as established by the Coordinator.
4. Sign Weekly Log Sheets to verify hours worked.
5. Provide the time if deemed necessary for one consultation with the Coordinator during the semester.
6. Release the student from scheduled experiences when given prior notice of a necessary school-related activity.
7. Assist the student in completing school assignments related to the internship/work experience.
8. Complete a Letter of Reference for the student portfolio that summarizes the internship/work experience.

The Coordinator

1. Periodically contact the sponsoring organization by phone, visit or e-mail/mail correspondence.
2. Provide necessary orientation instruction and guidance for the student in regularly scheduled related classes.
3. Assist in the evaluation of the student with the internship supervisor/mentor in order for the student to receive an appropriate grade and credit for the experience.
4. Serve as the liaison among the parent(s)/guardian(s), student, school personnel, and internship site organization with regard to concerns.

The Parent/Guardian

1. Communicate questions or concerns directly to the Coordinator.
2. Provide encouragement and support for the student, agree to the conditions of the program, and comply with the rules of the program.
3. Assist the student with transportation.
4. Allow the Coordinator to share relevant cumulative school record information that would be helpful in assisting the student at the internship site in compliance with the Family Rights and Privacy Act.
5. The student and parent(s) or guardian(s) assume all responsibility, accountability, and liability for any and all acts arising out of the student's participation in the career training program, including but not limited to the operation of a motor vehicle to and from the training site.

Student's Signature	Date	School Coordinator's Signature	Date
Internship Site Supervisor's Signature	Date	Parent's/Guardian's Signature	Date

7400 East State Blvd.
Fort Wayne, IN 46815
(260) 493-7470, ex. 435
Internship Coordinator: Deb Graf, Director of Guidance
dgraf@blackhawkchristian.org

Preparing Hearts and Minds to Serve Christ