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STUDENT NAME

BUSINESS/ORGANIZATION

IVVC PROGRAM

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## **INDIAN VALLEY VOCATIONAL CENTER INTERNSHIP PROGRAM TRAINING AGREEMENT**

This is a five party agreement that identifies the specific areas of responsibility of each party.

### **THE HOME SCHOOL \_\_\_\_\_ AGREES TO:**

1. Permit the student to participate in the IVVC Technical Intern Program pending parental approval.
2. Accept the Technical Intern Program placement as a related extension to the student's IVVC program.
3. Enroll the student in the related IVVC program.
4. Grant credit upon successful completion of the IVVC Technical Intern Program.

### **IVVC AGREES TO:**

1. Cooperate with company personnel in the grading and evaluation of the intern's performance.
2. Monitor and coordinate the student's learning activities to insure that they coincide with the IVVC program curriculum.
3. Reserve the right to remove a student from the internship because of academic concerns or behavioral issues at IVVC or at the home school.

### **THE BUSINESS/ORGANIZATION AGREES TO:**

1. Provide training and supervision in accordance with the attached Training Plan.
2. Cooperate with IVVC in grading and evaluating the intern's progress on the job.
3. Compensate the intern as per the agreement between the intern and the company.
4. Alert IVVC and/or the home school of any change in the Training Plan, Training Agreement, or working schedule.
5. The company will directly supervise the intern during his/her work experience. The company will be solely responsible for the means and methods of conducting the work on its premises, for the selection, care, upkeep, and operation of the work site, all tools and equipment, and for maintaining adequate insurance coverage for the student during the work experience.
6. Contact IVVC if there is a problem with the student's attendance or performance.

### **THE PARENTS/GUARDIANS AGREE TO:**

1. Permit their son/daughter to complete his/her IVVC training at the above stated site.
2. Undertake responsibility of transportation to and from intern site.
3. Undertake the responsibility of any equipment costs related to this Training Agreement.
4. Understand that in the event that the training at the intern site would be interrupted, the intern would return to IVVC to complete his/her training.

### **PARENTS/GUARDIANS (cont.)**

5. Understand that the internship is a **privilege** and the IVVC program instructor and administration may revoke that privilege if so warranted.

### **THE STUDENT AGREES TO:**

Abide by the following:

1. **Contact both IVVC (815-786-9873) and the school/organization on any days that he/she will not be attending the internship.**
2. Comply with all IVVC and home school rules and regulations.
3. Comply with all internship site rules and regulations.
4. Communicate any situation to both the home school and IVVC that may affect his/her attendance, grade, and progress in the Intern Program.

**Failure to abide by any of the above may result in a suspension/termination of the internship.**

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
IVVC PROGRAM INSTRUCTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WORK SUPERVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HOME SCHOOL OFFICIAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
IVVC INTERNSHIP COORDINATOR/ASSISTANT DIRECTOR  
(will sign last)

\_\_\_\_\_  
DATE

### **NOTICE OF NON-DISCRIMINATION**

Indian Valley Vocational Center insures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, or disability. Questions in reference to educational opportunities may be directed to:

Ron Pieper, Director  
Indian Valley Vocational Center  
600 Lions Road  
Sandwich, Illinois 60548  
(815) 786-9873