

INTERNSHIP Training Plan Agreement

Student Name:

Mentor's Name: _____ **Business Name:** _____

Teacher-Coordinator Name:

Purpose of the Training Plan: The Training Plan is a mutually agreed upon guide among the Mentor, the Student and Teacher as the targeted progression of skills to be obtained by the Student at the internship site by the conclusion of the Work Based Learning experience. The minimal State Standards (including State Workplace Standards and State CTE Program Standards) listed are to be addressed according to the agreed upon training plan. The student's career goal will be used as the focus for the development of the training plan. Progress checks will be conducted periodically.

SECTION 1 - Teacher Coordinator:

(These areas will be completed by the student intern in the classroom)

Internship Program Standards	Date Achieved	Teacher's Initials
1. Develop an individual career plan		
2. Prepare for employment		

SECTION 2 - Mentor:

(This section is reviewed by the mentor & student intern to familiarize the student with the business)

Business Overview	Date Achieved	Mentor's Initials
1. Company philosophy and/or mission statement		
2. Company policy and procedures including attendance <i>(Who do I contact when I need to miss a day?)</i>		
3. Company safety standards		
4. Company hierarchy		
5. Company hiring and promotion process		

SECTION 3 - Mentor:

Please list 12 essential skills and/or standards that the student can obtain at the internship site.

Internship Site Standards and Skills	Date Achieved	Mentor's Initials
1.		
2.		
3.		

