



# SANTA CRUZ COUNTY ROP – UNPAID INTERNSHIP TRAINING AGREEMENT (Community Classroom)



Student's Name \_\_\_\_\_ High School \_\_\_\_\_ ROP Class \_\_\_\_\_

In conjunction with regular on-going classroom instruction, employers participate as Internship Sponsors and students receive on-site training and experience. An ROP instructor has responsibility for the classroom instruction of the student; employers provide the practical on-site experience that is coordinated with classroom instruction. This training agreement indicates the responsibilities of the participants in the joint venture; the Internship Sponsor, the ROP, and the student. No student shall replace an employee of the Internship Sponsor or cause employee hours to be reduced, nor shall the student's training activities preclude the hiring of additional employees.

### THE ROP INTERN AGREES TO:

1. Follow the internship rules and regulations established by the school and the Internship Sponsor.
2. Be at least sixteen years of age or enrolled in the 11th or 12th grade
3. Notify ROP instructor and the Internship Supervisor of school or job related problems that may affect job performance.
4. Observe and perform assigned tasks appropriate to this training site in a cooperative and courteous manner.
5. Realize the internship is a **non-paid** program and that the employer has no obligation for employment at any time
6. Maintain regular attendance both in school and on job site, and not work on any school day that he/she fails to attend school unless prior approval is obtained.
7. Submit record of hours worked and attend related class instruction on a regular and punctual basis
8. Give employer advance notice when unable to report to work or of intent to quit
9. Sign the training agreement that indicates understanding of the responsibilities and acceptance of the program requirements.

ROP Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

### THE PARENT/GUARDIAN AGREES TO:

1. Consent to my student's enrollment in the program.
2. Be responsible for the conduct of my student during the period of training (if student is under 18 years of age) and understand that the school or Internship Sponsor does not provide transportation.
3. Understand the internship is an unpaid training opportunity, and the Internship Sponsor has no obligation for employment at any time.

Parent/Guardian Signature \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Date \_\_\_\_\_

### THE INTERNSHIP SPONSOR AGREES TO:

1. Inform the intern of rules, regulations, and duties expected at the internship site.
2. Provide supervision that will assist the student in progressing toward competencies indicated on the Training Plan.
3. Evaluate the intern's progress on the work site and notify the ROP instructor if the intern's performance is unsatisfactory.
4. Adhere to safety regulations as defined by OSHA regulations.

Name of Company/Internship Sponsor \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Internship Sponsor Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

### THE REGIONAL OCCUPATIONAL PROGRAM AGREES TO

1. Provide a certificated instructor who will ascertain that the experience is related to the student's educational and vocational objectives and make periodic visits to internship site and evaluate the student's progress
2. Assign the student grades and/or credit for successful completion of the program
3. Provide related class instruction
4. Provide workers' compensation insurance

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

It is the policy of the Santa Cruz County school districts not to discriminate on the basis of sex, age, race, national origin, or handicapping condition in its educational programs and activities or in recruitment and employment of personnel.