

# Clark Advanced Learning Center Internship Agreement

**Student Information:** \_\_\_\_\_  
(First Name) (Last Name)

**Business Partner Information:**  
\_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
(Contact First Name) (Contact Last Name)

\_\_\_\_\_  
(Address) (City) (State) (Zip)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Schedule: M T W Th F Time: \_\_\_\_\_

Student Intern Work Position/Title: \_\_\_\_\_  
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**Intern Responsibilities:** The student will adhere to the Internship requirements established by the school and the business partner. The student will exhibit the appropriate level of professionalism, courtesy, and responsibility expected of the business partner's employees. Some Internship sites require students to complete drug screening and/or a criminal background check *prior* to placement. The student will be present as scheduled and will submit signed weekly time cards to the Career Coordinator.

**Parent/Guardian Responsibilities:** Parent/guardian agrees to support the student participating in the Clark Advanced Learning Center (Clark) Internship Program. Parent/guardian agrees to permit student to leave the school campus in order to participate in the program.

**Career Coordinator Responsibilities:** The Career Coordinator arranges student Internship placement and monitors each Intern's progress. Career Coordinator serves as primary contact for students, parents/guardians, and business partners for all Internship-related questions and concerns.

**Business Partner Responsibilities:** The business partner agrees to place the Intern in the above listed position to provide career experience relating to the course objectives. The Intern's activities will be supervised by qualified personnel and performed under safe, hazard-free conditions. The Intern will receive the same consideration the business provides employees with regard to safety, health, general work conditions, and other policies and procedures. The business partner agrees to evaluate the student and adhere to school attendance policies. Students may not miss any Clark or dual enrollment classes to participate in the Internship.

This document establishes an agreement between the student, parent/guardian, school, and business partner to satisfy the Clark Internship requirements. It is intended as a guide to fulfill the Clark Internship requirements and should not be interpreted as a legal instrument or any form of binding contract.

We have read this Internship Agreement and understand the conditions and provisions contained therein.

|                           |               |                             |               |
|---------------------------|---------------|-----------------------------|---------------|
| _____<br>Intern           | _____<br>Date | _____<br>Parent/Guardian    | _____<br>Date |
| _____<br>Business Partner | _____<br>Date | _____<br>Career Coordinator | _____<br>Date |