



FREDERICK COUNTY PUBLIC SCHOOLS  
MENTOR/INTERNSHIP  
STUDENT -PARENT -SCHOOL SPONSOR AGREEMENT

Student: \_\_\_\_\_ Agreement Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip code: \_\_\_\_\_

DOB: \_\_\_\_\_ Student Cell #: \_\_\_\_\_ Parent phone #: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address:  
\_\_\_\_\_

Student's Intern Assignment \_\_\_\_\_ Rate of Pay (if applicable) \_\_\_\_\_

**RESPONSIBILITIES**

The Parent (guardian):

1. Will permit the student to interview with and intern for the company above.
2. Will be responsible for the student's transportation to and from the job site.
3. Will be responsible for the conduct of the student while in school and at the intern site.
4. Acknowledges that when the student leaves the school site to travel to the intern site the student is considered to be dismissed from the custody of the school.

The Student:

1. Will provide his or her own transportation to the intern site.
2. Will maintain regular attendance in the home school and at the site.
3. Will not be permitted to work unless classes in school are attended as scheduled. Any student suspended from school is considered suspended from the training site as well and may not work until reinstated. In case of inability to attend school or work, the student agrees to notify the instructor by 9:00 a.m. and the sponsor three (3) hours before the time the student is scheduled to report for work.
4. Will not display a bad attitude, lack of courtesy, manners, obedience, industry, etc., pertaining to school activities, class or otherwise, or to activities on the site. Failure to make recommended corrections will result in the student being removed from the program.
5. Acknowledges that when he/she leaves the school site to travel to the intern site, he/she is considered as dismissed from the custody of the school.

The Sponsor:

1. Will provide the instructor with a training plan that will benefit the sponsor and student as related to the career objectives of the student.
2. Will provide at all times a healthful and safe working environment and comply with all applicable health and safety laws.
3. Will consult with the instructor as soon as possible if any unsatisfactory situation arises regarding the student's work.
4. Will evaluate the student's progress periodically (at least quarterly) when requested by the instructor.
5. Will not allow a student who is suspended from school or is absent from school to work except in unusual circumstances approved by the instructor.
6. Will not discriminate on the basis of disability, race, color, sex, marital status, religion, age, or national origin and complies with Title VI, Title IX, Section 504 of the civil rights laws, and Maryland discrimination laws.
7. Certifies that a worker's compensation insurance policy is in force that provides coverage for the student; will, if requested by the Transition Education Coordinator, provide a current certificate of the insurance when the student is employed and a renewal certificate (if applicable) during the school year.

---

(Mentor's Signature and Date)

---

(Parent's Signature and Date)

---

(Coordinator's Signature and Date)

---

(Student's Signature and Date)

## Internship Training Plan

Student (Intern)'s Name: \_\_\_\_\_

Mentor's Name and Title: \_\_\_\_\_

Mentor's email: \_\_\_\_\_

Organization/Business:  
\_\_\_\_\_

Address of placement site/Directions/Special instructions for access: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Job Duties (Please list a MINIMUM of 5 and begin each with an action such as "File Documents"):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

\*\*Please be sure to share with your mentor any pertinent health issues/concerns which you and/or your parents believe they may need to know about for your and their safety.

Professional development activities (daily activities, special training, staff development opportunities, etc) student intern will be involved in:

\_\_\_\_\_  
Mentor Signature and Date

\_\_\_\_\_  
Student Signature and Date

## Work Study/Internship Student Vehicle Information

Please share with your mentor/supervisor as appropriate

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Person to contact in case of an emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Vehicle Description:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Tag: \_\_\_\_\_ Color: \_\_\_\_\_

**Internship Program**  
**Course Description and Information Packet**  
Work Based Learning Coordinator: Kristen Sutherin  
240-566-9443  
[Kristen.sutherin@fcps.org](mailto:Kristen.sutherin@fcps.org)

The goal of an internship experience is to learn about the student's career field of interest from a mentor in the career. Students complete an internship program under the cooperative supervision of their mentor and the Transition Education Coordinator. Students need to be motivated and capable of working independently to be successful in the internship program. Placements are approved by the school to ensure that the internship is appropriate and has educational significance. One credit will be earned for each block of internship completed.

**Required Hours**

Your internship will be conducted daily during the time you would otherwise be in school. **Minimum** hours required per semester are as follows

1 block	7.5 hours/week	(135 hours total)
2 blocks	15 hours/week	(270 hours total)
3 blocks	22.5 hours/week	(405 hours total)
4 blocks	30 hours/week	(540 hours total)

**Time Cards**

You will submit your weekly time card on the last day of the school week showing the hours spent at the internship during the week. Time cards not turned in on the last day of each week will result in a 10% deduction.

**Attendance**

If you are absent or suspended, you are not permitted to attend your internship that day, regardless of the hours scheduled. Should you be absent or suspended, it is your responsibility to notify your mentor AND Mrs. Sutherin by 9:00 that morning. If you need to schedule an absence (college visits, class field trip, etc.), contact Mrs. Sutherin at least 5 days before absence for approval. Hours will need to be made up by coordinating with your mentor. **Failure to notify the coordinator of an absence will result in a zero for the week's time card of occurrence.** Failure to comply with the attendance policy will directly affect your term grade.

**Grading**

Students need to be motivated and capable of working independently to be successful in the Internship program.

Term grades are determined by a written evaluation from your mentor and an evaluation by your coordinator (Mrs. Sutherin). Both evaluations receive equal weight in determining your term grade, but a major problem in either area can cause failure for the term. Tutoring /consultation is available for students experiencing internship-related concerns. Please see your coordinator to

arrange a time to meet. **Failure to meet the minimum hours by the end of the semester will result in failure for the semester.**

The following factors are used in determining your term grade:

50% Mentor's Evaluation of Performance

50% Coordinator's Evaluation, which includes:

- School attendance and punctuality
- Internship attendance and punctuality
- Time cards submitted on the last day of the school week
- Assigned projects throughout internship
- Communicating concerns to Mrs. Sutherin in a timely manner
- Abiding by the terms of the Internship Agreement
- Following school rules

You can expect to earn an F in your internship for the term if you:

- Are absent from school and your internship more than three days a term without a doctor's note
- Go to your internship when you have been absent from school (includes lateness and leaving school early)
- Are asked by your mentor to be removed from the internship program
- Do not report internship information accurately to the coordinator
- Do not turn in assignments
- Do not turn in weekly time cards
- Do not meet the needed hours for the program

Office hours are held during SET on a daily basis. Contact me through email and ask to be requested for SET through the database. If students, parents, or mentors have questions or need to contact Mrs. Sutherin (or need to turn in paperwork), choose any of the following methods:

1. Email: [Kristen.sutherin@fcps.org](mailto:Kristen.sutherin@fcps.org)
2. Phone: 240-566-9443
3. Evaluations and can be submitted by turning them in face-to-face or electronically. If you prefer to fax them, send to 240-566-9401.

#### **Student Reminders**

- **Students may not work during any hours of any day if they are absent from school. No hours will be counted on a day that a student attended their internship and failed to attend school. This could cause loss of credit by not meeting hour requirements.**
- Students MUST provide their own transportation to and from their internship. You CAN NOT ride with another student to the internship site.
- When leaving the building to report to their internship, students must sign out at the attendance office.

- Students are NOT permitted to reenter the building unless returning for an after-school activity. If a student must return for an appointment at school, he or she must check in with the attendance office. If a student returns to school without a verifiable reason or without checking in with the appropriate person, he/she **will be considered a trespasser**
- Students are scheduled for a full day of classes until request to change schedule is submitted to guidance from WBL Coordinator. All scheduling requests involving internships must come through Mrs. Sutherin, WBL Coordinator. Approval for internships need to be obtained PRIOR to the last day for schedule changes (10<sup>th</sup> school day at the beginning of each semester) for schedules to be changed.

**I have read, understand, and agree to the terms of the Course Description and Internship Information Packet:**

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*Return a hard copy of these signatures with your Internship paperwork (Application for Enrollment, Student-Parent-School-Sponsor Agreement, and Training Plan)