

# High School Internship Program Agreement



Division of Career and Technology Education  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

**MCPS Form 280-77**  
**July 2017**  
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Student Intern Name \_\_\_\_\_ School Name \_\_\_\_\_

Internship Organization \_\_\_\_\_

Internship Organization Address \_\_\_\_\_

Internship Site Supervisor Name \_\_\_\_\_ Position \_\_\_\_\_

## The STUDENT INTERN shall fulfill the following program obligations

<b>DURATION</b>	Participate for a complete semester or school year in the Internship Program, on-site with the Internship Organization, and attend scheduled group seminars with the School Internship Coordinator and fellow student interns.
<b>TRANSPORTATION</b>	Arrange own transportation to and from the Internship Organization's site.
<b>REPORTING HOURS AND OTHER HOME SCHOOL RESPONSIBILITIES</b>	Follow the high school procedure for recording hours participating in the Internship Program and regularly report them. Maintain contact with the home school to determine any other responsibilities the student intern has there.
<b>MEETINGS</b>	Attend meetings at the Internship Organization's site, and seek prior briefing on agenda, participants, and the role of the student intern in the meetings.
<b>WORK HABITS</b>	Demonstrate good attendance, accuracy, orderliness, promptness, maturity, appropriate dress, proper business etiquette, and professionalism.
<b>INITIATIVE</b>	Seek additional responsibilities in the Internship Organization to enhance the learning experience.
<b>INTERNSHIP ORGANIZATION CONFERENCES</b>	Meet regularly with the Internship Organization Contact or designee to review learning experiences, seek advice on challenges, and clarify assignments.
<b>JOURNALS</b>	Write a daily analytical log of Internship Program activities focusing on personal reactions to internship experiences and documenting knowledge and skills that have been acquired. Submit the journal to the School Internship Coordinator on a weekly basis.
<b>SEMINARS</b>	Attend scheduled seminars.
<b>ASSIGNMENTS AND PROJECTS</b>	Complete all assignments and projects as assigned by the School Internship Coordinator. Assignments and projects may be subject to review by the Internship Organization Contact at the end of the Internship Program.

## The INTERNSHIP ORGANIZATION shall fulfill the following responsibilities

<b>INTERNSHIP PLAN</b>	Work with the School Internship Coordinator to prepare an individualized student work plan.
<b>SUPERVISION</b>	Maintain all appropriate licenses or permits required to fulfill this Agreement, and designate a Internship Organization Contact who shall be authorized to sign this Agreement and shall provide ongoing supervision for the student intern either directly or through appropriately authorized designee(s), provided that the Internship Organization Contact provides contact information for any such designee(s) in advance to the School Internship Coordinator.
<b>ATTENDANCE</b>	Verify student attendance, and notify the School Internship Coordinator when the student intern is absent without prior approval or for any other situation requiring attention.
<b>ASSESSMENT</b>	Make time available at the end of each 9-week term to evaluate the student intern.
<b>SUMMARY OF INTERNSHIP EXPERIENCE</b>	Review and sign-off on the student intern's summary of the internship experience.
<b>ETHICAL CONDUCT WITH STUDENTS</b>	Build positive relationships with the student intern to support learning and standards of professional practice, including but not limited to Section 2 of the MCPS Employee Code of Conduct, available on the MCPS website: <a href="http://www.montgomeryschoolsmd.org/">www.montgomeryschoolsmd.org/</a> .
<b>WORKER COMPENSATION AND INSURANCE</b>	Maryland law requires that Internship Organizations include student interns for purposes of coverage under state worker compensation laws. MCPS does not provide such coverage. The Internship Organization shall be solely responsible for maintaining other appropriate insurance, including, but not limited to, general comprehensive liability insurance.

<b>LIABILITY</b>	Accept responsibility for all claims, actions, damages, liability, and expense that may arise in sponsoring an student intern at its Internship Organization's site, including those that arise due to the Internship Organization's negligence or its violation of any applicable legal requirement. MCPS assumes no responsibility for any claim, action, damage, liability, or expense arising from an student intern's placement at a Internship Organization's site, including those that arise due to the Internship Organization's negligence or its violation of any applicable legal requirement. For the purposes of this paragraph, MCPS includes the Board of Education, and its officers, officials, agents, employees, and students. Nothing herein or any other provision of this Agreement shall be construed to abrogate, impair, or waive any defense, liability or damages limitation, or governmental immunity of MCPS pursuant to Maryland law, or otherwise.
<b>SEX OFFENDERS</b>	The Internship Organization shall not knowingly employ a registered sex offender at the site where the student intern is placed.
<b>COMPLIANCE WITH APPLICABLE LAWS</b>	Comply with labor laws including the Fair Labor Standards Act, 29 U.S.C. Chapter 8; student privacy protections including the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and all other applicable federal, state, and local laws and regulations. The Internship Organization Contact shall be responsible for reviewing and assuring compliance with the following Board of Education policies and MCPS regulations, available on the MCPS website at <a href="http://www.montgomeryschoolsmd.org/departments/policy/">www.montgomeryschoolsmd.org/departments/policy/</a> : Board of Education Policy ACA, <i>Nondiscrimination, Equity, and Cultural Proficiency</i> ; Board of Education Policy ACF, <i>Sexual Harassment</i> ; Board of Education Policy JHC, <i>Child Abuse and Neglect</i> (Internship Organizations are encouraged to complete the online training on this topic, available at: <a href="http://www.montgomeryschoolsmd.org/childabuseandneglect/">www.montgomeryschoolsmd.org/childabuseandneglect/</a> )

**The PARENT/GUARDIAN of the Student Intern shall fulfill following responsibilities**

<b>WORK HABITS</b>	Reinforce the need for good attendance and the development of good work habits.
<b>TRANSPORTATION</b>	Assure that the student intern has transportation to and from the Internship Organization site.
<b>SUPPORT</b>	Provide encouragement and reinforcement.
<b>COMMUNICATION</b>	Maintain contact with the School Internship Coordinator about any program-related concerns.

**The SCHOOL INTERNSHIP COORDINATOR shall fulfill the following responsibilities**

<b>ACADEMIC PROGRESS</b>	Work with the student intern and the Internship Organization Contact to monitor the student intern's academic progress.
<b>OBJECTIVES</b>	Coordinate and monitor the student intern on a day-to-day basis to assure that the student intern achieves stated goals.
<b>POLICIES</b>	Inform the student intern, Internship Organization Contact, and parent/guardian about the purposes and rules of the Internship Program at the beginning of the semester.
<b>SITE VISITS</b>	Make regular contact with the Internship Organization Contact to review the quality of the internship and the student intern's development in the Internship Program, suggest necessary changes in approach, and follow-up on recommendations. These contacts may be in the form of electronic mail, on-site and off-site visitations, or teleconferencing.

**CONNECTING ACTIVITIES: STUDENT INTERN, INTERNSHIP ORGANIZATION, COORDINATOR**

<b>INTERNSHIP PLAN</b>	Jointly develop an internship plan, whereby the student intern will use and improve the academic skills the student intern already has while learning new skills.
<b>ORGANIZATIONAL OVERVIEW</b>	The Internship Organization will provide the student intern with activities that provide a comprehensive view of the Internship Organization and focus on the roles, responsibilities, and functions of the Internship Organization. The student intern will undertake these activities and seek insight into the qualities, skills, and knowledge that help a manager perform effectively.
<b>ASSIGNMENTS</b>	Jointly define special assignments for the student intern to meet the educational objectives of the Internship Program.

**ACADEMIC CREDIT POLICY**

The Internship Program is a demanding experience requiring analytical skills and mature judgment, the ability to function independently, written and oral communication skills, understanding of complex management elements, and comprehension of new knowledge. The Internship Program lasts a minimum of one academic semester (18 weeks) and may necessitate longer hours than a student would ordinarily spend in the classroom.

**ENTIRE AGREEMENT**

This Agreement does not create any joint venture, partnership, or agency among the parties. This Agreement takes precedence over, supersedes, and voids all other statements, understandings, and contracts, whether oral or written, between the Internship Organization and any of the other signatories with respect to the parties' obligations as part of the Internship Program, with the exception of: (a) the internship plan described above; and (b) any other supplemental document that has been approved in writing by the MCPS Department of Career Readiness and Innovative Programs.

Student Intern Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

School Internship Coordinator Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Internship Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_