

Greenwich Central High School
Work Experience Program -Internship Course Contract

Due back to Ms. Lee by May 4, 2007
--

Students are held to same rules & expectations as if they were in school.

Student Responsibilities:

1. The student will arrive **at work** on time and will maintain a good attendance record.
2. The student will maintain regular attendance and satisfactory work performance **at school**.
3. If unable to report to work for any reason, the student will notify the employer **and** school coordinator.
4. The student will adhere to company policies; employment may be terminated for the same reasons as regular employees.
5. In the event that the student is not required to report to the worksite on certain school days, they are still required to report to school to the Work Experience Coordinator and use the time to complete school work; **they may not sign out of school**. See "Attendance Policy" page 14-15 of the *Student Handbook*.
6. The student will listen carefully and ask questions of the job mentor for greater understanding.
7. The student will complete all tasks requested by the job trainer to the best of their ability.
8. The student agrees to work in a safe manner and will not take any unnecessary risks.
9. The student will report job problems to the employer and school coordinator.
10. The student is not eligible for unemployment compensation.
11. **The student is responsible for his/her own transportation.**
12. The student will report to school for designated meetings and instruction related to the work-based learning assignments as assigned.
13. The student will complete all assignments (weekly time sheets, mentor thank you letters, etc.) and turn in all projects when due. Late submission will result in point reduction on assignment.
14. The student will receive a percentage grade for each quarter and an effort grade. **Failing one semester will result in the loss of ½ credit.**
15. The student understands that the ineligibility rules will apply for this internship.
16. The student will not terminate this experience without a conference first with the Work Experience Coordinator and job mentor. See "Course Add/Drop Policy," page 22 of *Student Handbook*.
17. The student/parent grants permission to use any photo or other document of/by the student to be used at the school's discretion.
18. **Confidentiality Statement:** The student understands that in the performance of duties as an intern in the Work Experience Program at GCS, the student must hold in confidence all confidential information seen, heard, or learned during the work experience.

Violation of any of these items on the student's part will result in their immediate dismissal from the program and placement in school courses.

Student: _____ Parent/guardian: _____
(Signature & Date) (Signature & Date)

Work Experience Coordinator: _____
(Signature & Date)