



# BUSINESS & ENTREPRENEURSHIP ACADEMY

HOOVER HIGH SCHOOL

## INTERNSHIP AGREEMENT

This internship agreement briefly outlines the responsibilities of the student, parents, internship coordinator and employer. **Keep this page for your records.**

### Parent/Guardian

1. Approves and agrees that the student may participate in the Business Academy Internship Program.
2. Encourages the student to effectively carry out the work experience requirements.
3. Assumes responsibility for the conduct of the student.
4. Provides documentation to the internship coordinator and the employer for any absences.
5. Provides transportation for the student to and from the workplace.
6. Holds school and internship coordinator harmless for risks associated with transportation and indirectly monitored activities (e.g. workplace experience).

### Student

1. Complies with the rules and regulations of the workplace.
2. Adheres to policies and regulations as set forth by school administration and the internship coordinator.
3. Understands that excessive absences may lead to withdrawal from the program. When possible, absences should be reported in advance.
4. Agrees to answer an email from Business Academy teachers within 48 hours.
5. Agrees to complete the 120 required *compensated* work hours before the first day of the school year.

### Employer & Internship Supervisor

1. Employ a non-discrimination policy with regard to race, color, handicap, sex, religion, national origin, creed, or age.
2. Adhere to wage and hour, child labor, and all other federal, state, and local laws pertaining to student employment.
3. Provide supervision and instruction to insure the student gains valuable workplace experience.
4. Mentor intern in developing soft skills needed for the workplace and life after high school.
5. Provide learning opportunities beyond the intern current duties. Learning opportunities may include but is not limited to business, accounting, finance, entrepreneurship and marketing.
6. Evaluate student progress and complete the Business & Entrepreneurship Academy Internship Performance Evaluation.
7. Agree to employ and compensate the student for at least 120 hours.



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**INTERNSHIP AGREEMENT**

<b>Student Name:</b>	
Student Signature:	
Age:	Date of Birth:
Student's Email Address:	
Home Phone No.:	Cell Phone No.:
<b>Parent/Guardian Name:</b>	
Parent/Guardian Home Phone:	Cell Phone No.:
Parent/Guardian Signature:	
<b>Business Name of Employer:</b>	
<b>Supervisor's Name and Title:</b>	
Supervisor's Signature:	
Supervisor's Phone Number:	
Supervisor's E-Mail Address:	
Supervisor's Mailing Address:	
<b>Intern's Job Description &amp; Goals</b> - describe the tasks, duties and responsibilities that you will perform as an intern. You also need to list the goals you wish to accomplish, and the hard & soft skills you hope to learn while doing your internship.	

***Return this completed form to your business teacher before leaving for the summer.***

***Student/parent keeps page 1. Please print **clearly**, except on signature lines.***

Date Turned In: \_\_\_\_\_