

Learning Through Internship Contract

I, _____, understand that I am entering into an agreement with _____ of _____ as witnessed by my advisor, _____, of _____ High School.

I recognize that while engaged in this internship that it is my responsibility to:

- 1) Arrive on time each day at _____ and not depart until _____. I will take my [lunch] break from _____ until _____ each day.
- 2) Dress appropriately/professionally each day.
- 3) Arrange reliable transportation to/from my internship each day.
- 4) Communicate with my mentor, advisor and parent(s)/guardian(s) about what I am doing and learning at my internship. If I am having any issue, concern or problem, I will immediately let them know.
- 5) Maintain a **Timesheet** to document the time that I am at my internship.
- 6) Any time that I will not be able to attend my internship; I will communicate as far in advance as possible with my mentor, advisor, and parent(s)/guardian(s).
- 7) NOT stop attending my internship without notifying your mentor, your advisor, your parent(s)/guardian(s), and the Internship Coordinator.
- 8) Keep an **LTI Log/Journal** of what I do and learn each day and share it with my advisor and mentor.
- 9) Always be polite and professional, listen carefully and pay close attention to what my mentor (and other people) at my internship site say.
- 10) Respond in ways that communicate that I am listening.
- 11) Develop an authentic project which will assist my mentor and my LTI site while allowing me to pursue my passions and learn new things.
- 12) Offer my ideas that I think might help to complete whatever tasks I am working on.
- 13) Take warm and constructive feedback seriously and with a good attitude, always with an eye towards improving my performance.

Intern: _____ Date: _____

Mentor: _____ Date: _____

Advisor: _____ Date: _____

