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: ________________