Internship Program
HOST AGENCY/WORKPLACE AGREEMENT

This agreement between the __________________________ (Host Agency/Workplace) and the Pasadena Unified School District Linked Learning College and Careers Pathways Division is entered into ___________ 20 __ and is effective through ___________ 20 __.

The District Agrees to:

1. Provide interns with Workplace Readiness Training prior to being placed with Host Agency/Workplace.
2. Host a Parent Orientation Meeting of interns and collect relevant documentation such as Work Permit, Internship Agreement and W-9 form.
3. Provide interns with workshops Exploring Career Development and College Readiness (ECCO curriculum) to enhance success for the student and the host.
4. Conduct periodic visitations to Host Agency/Workplace to meet with the intern and/or supervisor to monitor progress (at a time convenient to the employer).
5. Address problems or issues relating to the intern at the worksite immediately to ensure student understanding and successful completion of the internship.
6. Advertise and recruit internship opportunities to Pasadena Unified School District students with a focus on alignment with their career interests. Applications were screened and students were interviewed.
7. Match students and placements along Pathway-theme interest, when possible.
8. Provide the intern with Workman's Compensation Insurance per Pasadena Unified School District Board Resolution 2114.

The Host Agency/Workplace agrees to:

1. Provide interns with an orientation to familiarize them with their duties, worksite expectations and what to do in case of an emergency situation.
2. Ensure that the intern's work experience activities will be supervised by an experienced and qualified employee.
3. Maintain accurate internship attendance records for the purposes of determining if intern has qualified to receive elective credit.
4. Adhere to federal and state regulations regarding labor laws (maximum hours, breaks) and safety regulations.
5. Consult the Summer Internship Teacher/Supervisor, whose name and contact information will be provided as soon as possible, regarding work-related issues involving the intern.
6. Allow time for Summer Internship Teacher/Supervisor consultation time by phone, e-mail or site visit, to discuss the progress of the intern (approximately 10-15 minutes per week) at a date and time convenient to the employer.
7. Provide release time for Interns to attend Exploring College and Career Opportunities (ECCO) seminars once a week.
8. Hold harmless the Pasadena Unified School District against and all losses, injuries claims, actions, judgments which arise from or are connected with the sole negligence of the Host Agency/Workplace.

I (we) have read and understand, and agree with the expectations set forth in this agreement.

______________________________
Pasadena Unified School District

______________________________
Date

______________________________
Host Agency/Workplace (Signature)

______________________________
Print Name and Title:

______________________________
Date
Pasadena Unified School District
INTERN PARTICIPATION AGREEMENT

The objective of the Pasadena Unified School District College and Career Pathway program is to contribute to your vocational training by providing opportunities for you to participate in an actual job setting related to your career choice. Because students will be actively involved in the business community and actually training in a business environment, participants must comply with the standards and policies set by the participating employers:

Participation Requirements
- Good grooming is essential in the classroom and at a worksite.
- Absences must be cleared by your Guidance Technician. Excessive absences will result in dismissal from this training program.

Internship Sites
- Follow company dress code policy.
- As a member of a school organization, you are not allowed to smoke.
- Tardies and absences are not consistent with a professional attitude.
- You must train for the full time assigned, even if you arrive late.
- Schedule appointments and school activities outside of internship and class time.
- Call the internship site as well as the Guidance Technician prior to being absent.
- Return to the classroom as scheduled for related instruction. Missing more than three related classes may result in failing the class and losing your non-paid or paid internship.
- Notify your instructor if you are offered a paid position so arrangements can be made (e.g., work permit).

Positive public relations are required of all interns. Clear communications and understanding will help the year run smoothly. Enjoy, learn, and have a good year!

Emergency Information

Who to contact in case of emergency: ________________________ Phone (_____) ________________________

Name ________________________ Relationship ________________________

Permission to call: If my child needs emergency medical attention and I cannot be reached, I give Pasadena Unified School District (PUSD) staff and the attending site supervisor authority to call:

Our family doctor: ________________________ Phone (_____) ________________________ [ ] Yes [ ] No
and/or PUSD designated emergency clinic/hospital: ________________________ [ ] Yes [ ] No

Please list any special medical instruction (e.g., allergies, vision, seizures, limited physical activity, or other pertinent information).

__________________________________________________________________________

Teacher or Guidance Technician Contact Information at Pasadena Unified School District

Teacher/Guidance Technician: ________________________ School ________________________

Address of School: ________________________

Phone Number: ________________________ After Hours Phone Number: ________________________

Internship Site Contact Information

Internship Site: ________________________

Internship Supervisor: ________________________

Address: ________________________

Phone Number: ________________________
By signing below, the student (or parent/guardian if student is under 18 years of age) certifies that the student meets all of the following qualifications:

- Is at least 16 years of age, except a student with exceptional needs;
- Is a full time student as defined in Title 5 California Code of Regulations section 10103(b);
- Has parent or guardian approval, if under 18 years of age;
- Is currently enrolled in, and attending at least once per week, the related classroom portion of the program.

I (we) have read, discussed, understand, and agree with the expectations set by the instructor.

______________________________  ____________________________
Student Signature               Date

______________________________  ____________________________
Parent/Guardian Signature       Date

Intern Participation Agreement 12-09
Pasadena Unified School District