

STUDENT INTERNSHIP CONTRACT

CTE AUTOMOTIVE TECHNOLOGY

EXPECTATIONS for STUDENT INTERN:

- Student will report on-time to work site daily, be dressed appropriately, and prepared to work.
- Student must have reliable transportation to and from work site (and alternate transportation).
- Student will contact instructor ***EVERY DAY*** to indicate that student has arrived at the shop. (via text, phone call, instant message, or telling instructor in person)
- Student will follow work site rules and school rules at all times.
- Student must wear eye protection while at work site.
- Student will not drive dealer or customer vehicles, unless in the employment of work site.
- Student will use appropriate language at all times.
- Student will wear identification indicating that student is an intern. (For example: Identification Badge or Bulldog Garage Shirt).
- Students are graded on participation (80%), weekly posts (10%), evaluations (5%) and final (5%).
- ***TO RECEIVE CREDIT***, Student will let mentor and instructor know of any planned absence a minimum of 48 hours ***PRIOR*** to missing internship time (see on-line "Credit for Absence Form").
- Student will let instructor and mentor know if illness or emergency prevents student from participating as soon as student knows that he/she will miss. (***NO CREDIT*** if less than 48 hrs.).
- ***STUDENTS THAT DO NOT GO TO THE WORK SITE AND DO NOT INFORM BOTH THE INSTRUCTOR AND THE MENTOR, WILL BE GIVEN A WARNING IN WRITING, AND UPON SECOND OCCURRENCE WILL BE DROPPED FROM THE CLASS. STUDENT INITIAL X _____*** ←
- Students should be treated respectfully and treat others respectfully at all times.
- Students can change work sites with advance notice and prior approval from instructor.
- Students will fill out time cards on Thursday afternoon and have mentor sign dates present.
- Students must complete at least one on-line post of a learning experience weekly (or alternative assignment). The post must include the customer complaint, cause, and correction, and a related picture of task performed (an "AYES Work Journal Diagnostic Report" and an "AYES Applied Education Summary" may be filled out in place of an on-line post).
- Students will bring completed time cards to class on time Friday and remain in class until end of sixth period (Students will not be allowed to leave school early).

STATEMENT of COMPLIANCE:

I _____ (student name printed) have read the expectations listed above and agree to comply with all classroom and work site rules. I also realize that if I violate any of these rules, there will be a consequence which may include not being allowed to remain in this program.

Student Name Printed

Parent or Guardian Name Printed

Student Signature and Date

Parent or Guardian Signature and Date

Internship Expectations / 01-04-2015 / vdb