

**Wayne School of Engineering Internship/Job Shadowing/Volunteer Agreement**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Business/Organization Sponsor (Person): \_\_\_\_\_

The Student agrees to:

1. Undertake activities that provide a comprehensive view of the organization and focus on the roles, responsibilities, and functions of the organization.
2. Attend as scheduled and be punctual.
3. Notify your business contact if he/she is unable to attend.
4. Conform to the regulations of the organization (dress, conduct, etc.).
5. Understand dropping the internship could result in not graduating.
6. Abide by regulations of the organization, Wayne County Public Schools, and Wayne School of Engineering Internship Program.

The Parent/Guardian agrees to:

1. If needed, provide transportation for the student to and from the location.
2. Encourage the student to complete all requirements of the project.
3. Report any concerns to the school.

The Business/Organization Sponsor agrees to:

1. Provide a learning opportunity for the student.
2. Assist the student with questions and guidance about possible career opportunities.
3. Assign a mentor to work with student and to evaluate the student at the end of the experience.
4. Confer with student to provide feedback on strengths and areas to be improved.
5. Notify the school counselor if the student is not attending regularly or if there are other concerns.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Business Sponsor Signature: \_\_\_\_\_

**\* If you have multiple internship/job shadowing experiences, a separate agreement form should be used for each experience.**