

# Internship Responsibilities

## COMMUNITY CLASSROOM-TRAINING SITE SUPERVISOR RESPONSIBILITIES

- Conduct interview with the student (optional, yet recommended)
- Sign training agreement.
- Approve student learning objectives.
- Provide time to orient, train and provide safety instruction.
- Review progress with the student periodically.
- Assume responsibility for meaningful training and a safe workplace.
- Consult school supervisor/teacher regarding problems related to the work experience.
- Conform to state and federal labor laws.
- Provide worker's compensation coverage for students in paid experiences.
- Verify and sign attendance and/or time records, as required.
- Work with student to coordinate work and school schedules.
- Evaluate student performance.

## STUDENT RESPONSIBILITIES

- Maintain high level of attendance and performance at both the school and the training site.
- Maintain satisfactory grades and be in good standing with local high school.
- Consult supervising teacher, as well as the employer, about any concerns or problems.
- Attend training site according to the Internship Agreement.
- Use transportation approved and/or provided by parent.
- Dress appropriately for the training site, including all appropriate safety clothing and equipment.
- Demonstrate honesty, punctuality, cooperative attitude, proper grooming and dress and willingness to learn.
- Conform to rules, regulations, and safety standards of the training site and maintain confidentiality.
- Complete required assignments and furnish necessary information, reports and timecards.
- Notify training site supervisor and supervising teacher prior to absences.

## PARENT RESPONSIBILITIES

- Approve and support the student's participation in the internship.
- Provide or arrange for transportation.
- Discuss internship experiences with student.

## TEACHER RESPONSIBILITIES

- Serve as coordinator to all parties involved in the internship.
- Issue grade and credit for successful completion of requirements.
- Insure all written work and forms are complete and received.
- Conduct semi-monthly training site visits and/or work site contacts.
- Assist student in achieving educational goals as stated in the Individualized Training Plan (ITP).
- Complete necessary paperwork and monitor student progress in cooperation with student and training site supervisor.
- Verify safety standards in the work place.
- Monitor student internship hours regularly, collect time cards on a weekly basis and post on Aeries.
- Maintain open communication with student, parent and training site supervisor.