

## FAIRFIELD LUDLOWE HIGH SCHOOL SENIOR INTERNSHIP CONTRACT

The Senior Internship Program is designed to expose students to areas of interest outside the constructs of their formal educational program. This program will **TENTATIVELY** run from May 22, 2019 until the end of the school year. All interns are responsible to adhere to the following guidelines and expectations:

- Work thirty hours per week, 5 days a week without pay at an internship site. Students who are working in the Fairfield Public School System must work the entire school day.
- Be able to independently assume all the duties and responsibilities of the requested internship site.
- Once a student is placed, there will be no changing internship sites.
- Adhere to all deadlines and requirements prior to internship start date including: internship contract; mandatory orientation meeting; faculty mentor agreement; faculty mentor/ supervisor/ intern site meeting; Grade Verification Form.
- Adhere to the Intern's Work Calendar to be created with the internship site supervisor and faculty mentor - both dates and times.
- Submit weekly Internship Reflections. Each question needs thoughtful comments submitted on-line weekly to the Faculty Mentor during the Internship.
- Make contact, via phone or email, with Faculty Mentor at least once a week.
- Represent FLHS in a manner that is consistent with the civic and social expectations set forth by our school.
- Students who are taking a UCONN ECE course will need to make arrangements to take the final exam during the internship.
- ***Students are responsible for providing their own transportation to and from the internship site and have discussed this issue with their parents.***

By signing below, I pledge to adhere to the guidelines and to work in accordance with the expectations set forth by Fairfield Ludlowe High School and the internship site. I accept and commit to work at my assigned site. I agree to follow the daily work schedule that has been prepared with the site and to submit all weekly reflections and weekly hours worked to my faculty mentor on the established due dates. I understand that failure to fulfill these conditions will result in loss of my privilege to continue the Internship at any point in the program resulting in my return to my regularly scheduled classes for the remainder of the school year. In this situation, it would be my responsibility to make up all work that was missed during my internship. ***During the internship, violations of the Student Handbook policies or the internship contract could result in my removal from participating in the graduation ceremony.***

I understand that there are inherent risks in all activities and agree to participate in this program at my own risk and will not hold the Town, BOE or internship site liable for any injuries or damages I may incur or cause.

**Student Name:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please print neatly)

**Student Phone:** \_\_\_\_\_  
(Please print neatly)

I am aware that my son/daughter is planning to participate in the Senior Internship Program at Fairfield Ludlowe High School. We have discussed the expectations of the Internship program; s/he accepts and commits to work at his/her assigned site. Violation of the expectations at any point in the program could lead to the removal from the senior internship, resulting in my child's return to his/her regularly scheduled classes for the remainder of the school year. In this situation, it would be my child's responsibility to make up all work that was missed during his/her internship. ***During the internship, violations of the Student Handbook policies or the internship contract could result in my child's removal from participating in the graduation ceremony.***

I have adequate medical and home owner's insurance to cover my child during the internship experience and agree to hold the Town, BOE and internship site harmless for any injuries or damages that may occur as the result of my child's participation in the program.

**Parent Name:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please print neatly)

**Emergency Contact:** \_\_\_\_\_ **Emergency Contact Phone Number:** \_\_\_\_\_  
(Please print neatly)

**Sr. Internship Contract, Employment Resume and Internship Essay must be submitted to the College and Career Center on or before the final application deadline of February 13, 2019**