Sacramento New Technology High School

SACRAMENTO OF HIGH SCHOOL

1400 Dickson Street
Sacramento, California 95822
(916) 433-2839
Fax: 433-2840
Paula M. Hanzel
Principal

SNTHS INTERNSHIP CONTRACT

Student Intern Information

Name: Student ID Number: E-mail Address: Address (with zip code): Telephone Number:

I agree to do my best for the company employing me and behave in a professional manner that will reflect well on the employer, Sacramento New Technology High School and me. I agree to discuss any work-related problems or concerns with the Internship Coordinator. I understand that my grade for the Internship is dependent upon my satisfactorily fulfilling the terms of the contract and upon my supervisor's evaluation of my work. I agree to prepare an Internship Project "Work Summary" at the end of the internship period. I will describe my internship activities and responsibilities, the supervision and instruction received, the educational benefits gained, and the overall value of the experience.

Internship Site Information

Supervisor's Name and Title:
Company Name:
E-mail Address:
Website Address:
Address (with zip code):
Telephone Number:

Fax Number:

The Internship Employer agrees to provide an internship experience that is both educational and mutually beneficial for the student and the business. The Internship Employer will complete an Evaluation mid-way through the internship and at the termination of the internship period.

The Employer also agrees to the terms of the contract and the four work objectives listed on page two and will assist their intern in meeting those objectives.

Starting Da	ate:	Т	erminating Da	ate:		
Work Sche needed)	dule – Hour	s/Day: (Ple	ease attach sc	hedule if a	additional s	space is
Mon	Tues	Wed	Thurs	_ Fri	_Sat	Sun

Students may not work before 5am or past 10pm on school nights (12:30am on weekends, Holidays and non-school sessions), are not permitted to drive company vehicles and may not work at a location other than the one listed on this contract without prior permission. (For a complete copy of child labor laws please contact the State of California, Department of Industrial Relations) Students are required to immediately report any violations to the SNTHS Internship Coordinator.

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Terms of Contract

The goal of the Internship Program is to provide Sacramento New Technology High School students with real-life experiences as they explore a career of their choice. Ideally, the student will have a chance to work at a business, which is mutually beneficial for both the student and the sponsoring organization.

Student Intern

- 1. The student will complete a minimum of 50 hours of Internship work.
- 2. The student will be responsible to the Internship Business Site as are other employees of the business.
- 3. If the student must cancel the Internship, a letter of explanation (written by the student) must be presented to the Internship Coordinator for review and then a meeting with the Internship Employer will be scheduled.
- 4. As a final project, each student will complete an Internship Project "Work Summary". This project will be due within two weeks of the internship completion and must be a minimum of one page.

Internship Employer

- 1. The Internship Employer is responsible for the actions of the student as it is for other employees of the business.
- 2. During the minimum 50-hour Internship period, the student will accomplish the following work objectives: (Please attach a job description if applicable)
 - a.
 - b.
 - c.
 - d.
- 3. The Internship Employer will be asked to complete two Internship Evaluation Forms during the course of the Internship. Your answers will help SNTHS evaluate the program and the learning impact on the student interns.

We, the undersigned, understand the purpose and procedures involved in the SNTHS Internship Program, and agree to abide by the conditions specified under the terms of this document.

➡ Student's signature:	Date:
⇒ Student's parent/ guardian signature:	Date:
Internship Employer signature:	Date:
Internship Coordinator signature:	Date:



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MID-POINT EVALUATION Form

(This sheet needs to be filled out by your supervisor at 25 hours of completed work and reviewed by the Internship Coordinator)

Thank you for your participation in Sacramento New Technology High School's Internship Program. We appreciate your involvement in this unique educational process, helping our students realize their potential and prepare for their future.

Student Name:		Date:
		Title:
Organization/host name		
Phone	E	mail:
1. How many hours has	s the SNTHS student o	completed thus far?
yesno no, please explain. Comments:	O (Attendance, appropriate	s professionalism and personal conduct? dress, attitude, work habits, asks questions, etc.) If
3. Is the SNTHS studer in the Internship Contract Comments:	nt on track to achieving	g the goals and/or work objectives outlined no
4. What are some exam	ples of skills and know	vledge the SNTHS student has learned?
Comments and Suggest	tions:	
This form of	can be returned to your i	intern or faxed to 916.433.2840.
Internship Evaluator Sig	nature:	Date:



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Final EVALUATION Form

(This evaluation must be completed by your supervisor at 50 hours of work and reviewed by the Internship Coordinator)

Thank you for your participation in Sacramento New Technology High School's Internship Program. We trust that the experience was both educational and beneficial to your organization and our student. We invite you to participate in the program again.

This will be the final Evaluation Form that you will be asked to respond to, signifying the completion of the program. Your answers and comments will help us evaluate the program and the learning impact on the student interns.

Again, thank you for your participation. Organization/host name Email: Phone Please consider the following in your evaluation: 1. How well were the goals and/or work objectives of the internship met? 2. What were the intern's primary strengths? 3. What are the intern's areas for improvement? 4. How well did the intern take on responsibility and manage time? 5. Was the intern able to collaborate well with other members of the organization? 6. How would you describe the intern's professional progress during the internship? 7. Would you recommend SNTHS student interns to another organization in the community? Yes_____No, If no please explain. 8. Would you host another SNTHS intern at your site?

Yes

No I grant Sacramento New Technology High School and New Technology Foundation permission to use my answers in marketing materials. Yes_____No ____ Anonymously, OK _____

Evaluator Signature Date ______

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