



Career Internship Training Agreement

Sioux Falls School District

Student's Name _____

Birth Date _____ Age _____

Student's Address _____ Telephone _____

City, State _____

Training Site _____ Telephone _____

Department _____

Address of Training Site _____

Training Site Supervisor _____ Position _____

Dates of Training Period: From _____, 2 ____ to _____, 2 ____

Daily Time Period: From _____ to _____

Career Objective _____

RESPONSIBILITIES

The STUDENT-LEARNER agrees:

1. to be regular in attendance at the training site.
2. to perform his/her training site responsibilities and classroom responsibilities in an efficient manner.
3. to show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
4. to conform to the rules and regulations of the supervising office.
5. to furnish the teacher-coordinator with necessary information about his/her training program and to complete all necessary reports.
6. to consult the teacher-coordinator regarding any difficulties arising at the training site or related to his/her training program.
7. to be responsible for the travel to the training site.
8. required to be present at the job site 90 minutes during each school day.

The TRAINING STATION agrees:

1. to provide a variety of work experience for the student-learner that will contribute to the attainment of his/her career objective. (competency list is attached)
 2. to endeavor to train the student-learner for the agreed number of hours each day and each week for the entire training period.
 3. to assist in the evaluation of the student learner.
 4. to provide time for consultation with the teacher-coordinator concerning the student-learner and to discuss with the teacher-coordinator any difficulties the student-learner may be having.
 5. to provide available instructional material and occupational guidance for the student-learner.
 6. to identify basic skills that the students may be lacking.
 7. to provide attendance information to the teacher-coordinator in a timely manner. (When a student is absent, the training station supervisor will contact the teacher-coordinator immediately.)
8. at this training site, the trainees will be termed volunteers. The responsibility for covering Workman's Compensation on the trainee will be determined by (SDCL 62-1-4.1)
9. to be responsible for the actions of the student while at the training site, or while operating a vehicle or equipment on behalf of the training station. This shall apply to injury or damages to third persons caused as a result of negligent actions of the student.

The TEACHER-COORDINATOR agrees:

1. to see that necessary related classroom instruction is provided in areas indicated as "needed" by the employer.
2. to make periodic visits to the training station to observe the student-learner, to consult with the employer and training supervisor and to provide any needed assistance with training of the student-learner.
3. to assist in the evaluation of the student-learner.
4. to provide liability and workman's compensation information to the training station.

ADDITIONAL COMMENTS:

by _____
CTE Academy Youth Internship
Coordinator

Parent

Training Site Supervisor

Student-Trainee