



**North Valley**  
Career and Technology Center

## Internship Plan and Agreement

### Student Information

Student Name:

Last

First

M.I.

Date of Birth:

Cell Phone Number:

Student's E-mail:

Address:

Street Address

City, State

Zip

### School Information

School Name: North Valley Career and Technology Center

School Address: 1540 School Road, Grafton, ND 58237

Street Address

City, State

Zip

CTE Program Area:

Credit:  ½ Credit (75 hrs.)  1 Credit (150 hrs.)

Career Pathway:

Internship Teacher:

Teacher E-mail:

### Company/Business Information

Company/Business Name:

Company/Business Address:

Street Address

City, State

Zip

Work-site Mentor Name and Title:

Work-site Mentor Phone Number:

Work-site Mentor E-mail:

Copy of Background Check - Work-site Mentor:  Yes  No

Student Work Schedule (Days and Hours):

Total Hours Per Week:

Rate of Pay:

**The student agrees to:**

- be courteous and considerate of the employer, co-workers, and others
- keep the employer’s best interest in mind and to be punctual, dependable and loyal
- notify the employer and the coordinator as soon as possible if they are not able to attend work and/or school
- keep such records of work experiences and wages (if applicable) earned as required by the school and to submit them on or before specified deadlines
- conform to the policies, procedures and regulations of the employer and the school
- maintain a satisfactory performance level while on the job
- abide by the Internship Plan/Agreement developed by the teacher, coordinator and employer

**The teacher/coordinator agrees to:**

- prepare, with assistance of the work-site mentor, an Internship Plan/Agreement
- revise the Internship Plan/Agreement as needed to improve the student’s work experience
- visit the student on the job as often as appropriate to the Internship experience to determine instructional needs and to ensure that the student receives job training and supervision, as well as a variety of job experiences
- maintain confidentiality related to the information gathered from the company/business
- adequately train and prepare the student for success, prior to the internship placement

**The parent/guardian agrees to:**

- accept responsibility for the student’s safety and conduct while traveling to and from school, place of employment and/or home
- support the concepts of an internship
- abide by the Internship Plan/Agreement for hazardous occupations, when applicable

**The employer agrees to:**

- take an active part in the training and supervision of the student while providing instruction in accordance with the Internship Plan/Agreement
- provide safety training as required by OSHA
- assist the teacher/coordinator in the evaluation of the student’s performance on the job by completing the necessary evaluation forms, when required
- provide close supervision by an experienced and qualified person to avoid subjecting the student to unnecessary or unusual hazards
- give the same consideration to the student as given to other employees in regard to safety, health, general employment conditions and other regulations of the business
- comply with all regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, marital status or age
- comply with all laws regarding wages and hours of minors and student learners
- contact the teacher/coordinator prior to the student’s dismissal from employment
- pay the student/trainee when an employer/employee agreement is negotiated
- maintain confidentiality of student information in accordance with state and federal law

Signatures		Date
Employer:		
North Valley CTC Director:		
Student:		
Teacher:		
Parent/Guardian:	E-mail:	

**Copies of this Internship Plan/Agreement have been sent to:**

- Employer
  North Valley Director
  Student
  Teacher
  Parent /Guardian