

By signing this Agreement the Internship Partner Site (Employer), Student (Student), and Canby High School Internship Coordinator (School) agree to the following terms and conditions:

**A. The Employer agrees to:**

- Provide a training experience for the student and assist him/her in completing his/her Training Plan in consultation with the School representative;
- Designate an individual as the supervisor to orient, train, monitor the Student, and to serve as a liaison between the Employer and the School;
- Provide the Student activities for at least the minimum number of hours and weeks specified;
- Reserve the right to discharge the Student for just cause;
- Notify the School contact immediately of any change in the Student's job duties and/or work supervisor;
- Provide feedback to the Student on their work performance throughout the term;
- Evaluate the Student at the mid and end of term on a form provided by the School;
- Assign activities without regard to age, race, sex, religion, disability, parental status or marital status;
- Be in compliance with OSHA regulations and orient Student to Employer's safety policies;
- Cover the Student for Workers' Compensation policy (only if paid internship).
- Pay a salary which is consistent with the Employer's practices and policies (only if paid internship)

**B. The School agrees to:**

- Provide an instructor or coordinator to facilitate the development of the training plan;
- Monitor the progress of the Student via visits to the worksite during the term;
- Determine a grade and award credit for successful job performance and completion of related assignments;
- Provide related classroom instruction in the Student degree field;
- Provide the Student with career management skills;

- Notify the employer if the Student withdraws from the program and/or the School;
- Provide Workers' Compensation Insurance coverage for non-paid positions;

**C. The Student/Employee agrees to:**

- Be enrolled in and participate in school;
- Work the required number of hours during the term in relation to the number of credits desired;
- Recognize and follow the duties on the Internship Plan;
- Immediately inform the School of any problem or changes in job responsibilities;
- Abide by the regulations and policies of both Employer and the School;

School: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_