



**Tolleson Union High School District #214
CTE Internship Program
2020-2021**

FIELD EXPERIENCE SITE AGREEMENT

Student Name (Print)	Date of Birth
School	Age
Address	City/State/Zip Code
Home Phone	Cell Phone
Email Address	

Field Experience Mentor (Print)	Location/Site
Address	City/State/Zip Code
Phone	Cell Phone
Email Address	

For the CTE Internship Program to be fully effective, it is mandatory that certain rules and regulations are followed. The student, his/her parent/guardian, the teacher/coordinator and the field experience mentor must agree to fulfill the following responsibilities.

Student

Student understands that the CTE internship experiences will contribute to his/her career objectives and agrees to:

1. Understand there is no guaranteed or assigned field experience site.
2. Accept responsibility for providing transportation to and from field experience site.
3. Abide by the rules, regulations, policies, and procedures of the field experience site, the Tolleson Union High School District, and the CTE Internship Program.
4. Understand that once a position is accepted, a commitment has been made to the field experience mentor. It is expected that the student will be at the field experience site for the length of the CTE internship.
5. Be at the field experience site every scheduled day at the appointed time.
6. Follow the directions of the field experience mentor.
7. Do nothing intentionally to disrupt the normal routine of the field experience site.

8. Exercise confidentiality and respect with regard to information gained at the field experience site and from staff with regard to the CTE Internship Program, teacher/coordinator, or student.
9. Be prompt and accurate in completing all required assignments, forms, and reports for the CTE Internship Program, the teacher/coordinator, and the field experience mentor.
10. Demonstrate courtesy, a cooperative attitude, appropriate dress, and a willingness to learn. Behavior to the contrary may lead to dismissal from the CTE Internship Program.
11. Understand that any breach of trust, professionalism, or ethical behavior (i.e., any evidence of dishonesty with records, equipment, time, or effort) may result in dismissal from the CTE Internship Program.
12. Communicate with the field experience mentor and the teacher/coordinator at all times.

Parent/Guardian

Parent/guardian agrees to:

1. Commit to support the student, field experience mentor, and CTE Internship Program.
2. Encourage the student to effectively carry out his/her duties and responsibilities both in the classroom and at the field experience site.
3. Contact the teacher/coordinator regarding questions and/or concerns pertaining to the CTE Internship Program.

My child wishes to participate in the Tolleson Union High School District CTE Internship Program. I realize there is inherent workplace risks (identified below) involved in my child's participation. Although a rare occurrence, I recognize the possibility that my child may suffer an injury as a result of participation in this program.

Workplace risks include, but are not limited to: Sprang, Cuts/Stiches, Broken Bone, Burns, Strain Muscles, etc.

I agree to accept these risks as a condition of my child's participation in this program. Pre-existing conditions that may create an additional risk for my child are disclosed below (if applicable). I understand the additional risks involved and agree to follow all directions and recommendations of my child's physician.

My child:

_____ Does not have a pre-existing condition that may create an additional risk for him/her.

_____ Has the following pre-existing condition(s) that may create a special risk(s) for him/her.

Condition(s): _____

Special Risk(s): _____

I understand that as the parent/guardian, I am responsible for any and all insurance coverage for my child during his/her participation in this program.

Field Experience Mentor

The field experience mentor agrees to:

1. Abide by federal, state, and local regulations regarding employment, internships, job duties, and the provisions of an equal opportunity employer.
2. Understand and enforce child labor laws regarding occupations; particularly, for the employment of minors between the ages of 16 and 18, with the exceptions to the order for non-agricultural work.
3. Understand that the work of the student in an occupation declared particularly hazardous shall be incidental to training; such work shall be intermittent, for short periods of time, and under the direct and close supervisions of a qualified and experienced person.
4. Provide applicable general safety guidelines to the work environment.
5. Understand the status of the student while in training shall be that of student; however, work standards expected of the student will be the same as those expected of other beginning workers.
6. Function as a training site; as such, a mentor will be assigned to the student. This mentor will be allowed time to work with the student so that this CTE internship experience will be a viable educational experience.
7. Provide a variety of related experiences for the student consistent with his/her career/occupational competencies.
8. Follow the training plan (a schedule of organized and progressive work experiences) to be performed at the training site.
9. Understand that once a position is accepted, a commitment has been made to the student. It is expected that the student will be at the field experience site for the duration of the CTE internship unless a serious situation arises or prior arrangements have been made.
10. Exercise confidentiality with regard to information gained during the CTE Internship Program.
11. Assist in the evaluation of the student.
12. Contact the teacher/coordinator if any problems arise regarding the student.
13. Work with the teacher/coordinator to mutually agree to transfer or withdraw the student when he/she deems such actions to be in the best interest of those concerned.

Teacher/Coordinator

The teacher/coordinator agrees to:

1. Ensure the enrollment of the student is in a state-approved Career and Technical Education Internship Program.
2. Provide related classroom instruction, including safety instruction (especially for hazardous occupations) and make provisions for the student to receive additional workplace readiness instruction.
3. Periodically observe the student at the field experience site and visit with the field experience mentor in order to aid in the student's development.
4. Consult with the field experience mentor in the evaluation of the student.

By signing below, each party agrees to the terms of this agreement and the rules, regulations, and provisions of the CTE Internship Program. Failure to comply with this agreement, in whole or in part, may result in the dismissal of the student from the CTE Internship Program, disciplinary action, possible failure of the course, and/or loss of credit.

_____ Student (Print)	_____ Signature	_____ Date
_____ Parent/Guardian (Print)	_____ Signature	_____ Date
_____ Field Experience Mentor (Print)	_____ Signature	_____ Date
_____ Teacher/Coordinator (Print)	_____ Signature	_____ Date