



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

**Parent/Intern Form**

1. "Wage and Hour Reports" must be filled out weekly and signed by their mentor. This is the intern's responsibility to make sure that the "Wage and Hour Reports" are kept up to date.
2. Journals need to be filled out on a weekly basis and turned in weekly. These journals will have Assignment Points attached to them. If journals are not turned in on a timely matter for points, intern must still do them for late credit. State Mandated.
3. The intern needs to stay committed to the set schedule. Failure to stick to their schedule, may result in being dropped from their internship site and losing credit.
4. In case of an emergency call the mentor immediately.
5. The intern must have 50 internship hours in order to receive this credit. **If intern does not have 50 hours, they will not receive credit.**
6. No cell phones/electronics at the internship site. Cells phones/electronics must be kept in purse/backpack and not on intern.
7. Intern must check email and phone daily for possible communication from internship coordinator.
8. Number of hours per month the intern should complete:

Fall Semester	Spring Semester
September – 10+ hours (starting 9/7)	January – 10+ hours
October – 15+ hours	February – 15+ hours
November – 15+ hours	March – 15+ hours
December – 10+hours (all hours/evaluations due 12/11)	April – 10+ hours (all hours/evaluations due 4/23)

Remember:

- a. Soft-skills are important.
- b. Attitude and initiative is a big part of success.
- c. Take advantage of every learning opportunity.
- d. Skills, training and experience is according to site mentor preferences.

This will be a wonderful experience for the intern, many possibilities may be waiting. . .

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Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date