PROGRAM EXPECTATIONS

I have read and understand the program expectations listed below and am prepared to make a commitment to an internship placement.

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Attendance is by far the most important expectation for me as an intern. It is essential that I am at my site every day that I am scheduled. I will record my total hours worked each week using the Intern Timesheet and will turn it in at the end of the semester for credit. I will also be required to verify my hours with my Next Move coach electronically each week.</th>
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| Emergencies, Excuses, and Sick Leave | If a situation arises where I am unable to attend, I will:  
• Call my Site Supervisor **24 before** my scheduled start time, ensuring that I leave a voicemail message if my supervisor does not answer.  
• Email supervisor and coach **before** my scheduled start time confirming my absence and communicating when I anticipate returning to my internship.  
• Include the absence in my weekly email report. |
| Learning Goals | In order to guide my learning and contributions, I will set three personal+professional goals as well as two site-specific goals, for a total of five goals. The three personal+professional goals will be set on my own, with the support of my coach, before I begin my internship. I will then work with my site supervisor to set my two site-specific goals during our initial meeting or during the first week of my internship. I will be assessed on my goal progress throughout my internship experience. |
| Monthly Email Reflection | Every month I will send a professional email reflection to my Site Supervisor and cc my Next Move Coach. My email should be between 200-300 words in length. One week prior to the email due date, my Next Move school coach will send me guiding prompts that I need to respond to in my email reflection. |
| Worksite Learning Evaluation | My Site Supervisor will complete two formal evaluations of me during my internship experience: 1) Mid-semester evaluation and 2) End-of-semester evaluation. I will also be expected to complete two self-evaluations of myself using the same form. This will be my opportunity to receive feedback and identify areas for my personal growth. I will be expected to turn in both evaluations to my Next Move Coach. |
| Summative Performance Review | At the end of my internship experience I will meet with the Next Move team for a summative Performance Review. At this review I will share specific details about my experience using my five goals and provide evidence of my learning and growth organized into my professional portfolio. |
| Thank You Letter | At the end of my experience I will write a professional thank you letter to my Site Supervisor and will turn it in to my Next Move Coach so it can be mailed on my behalf. **I understand that I will not receive credit for this course until I submit my thank you letter to the Next Move team.** |

Additional commitments outlined in my Intern Contract

- I understand that as an intern I represent both myself and The Next Move Department, and that my performance and attitude will determine whether my assigned site will continue to host interns.
- I understand that I will maintain workplace appropriate attire and excellent physical appearance every day of my internship.
- I understand that my school’s rules and policies pertain to me at all times while at my site.
- I understand that this is a credited experience and my grade will be entered on my transcript.
- I will commit to this internship for the entire semester.
- I will not schedule any conflicts during my designated internship time.
- I understand that **only interns** are to contact site supervisors.
- If I or my parents/guardians have any questions or concerns about my internship, I will contact the Next Move immediately.
- I understand that I will be required to communicate electronically with the Next Move and my Site Supervisor.
WORK SITE LEARNING AGREEMENT

Student Name __________________________________________________________ Date of Birth _____________________

Career Goal ______________________________________________________________________________________________________

Work Site ______________________________________________________________________________________________________

Start Date __________/________/______  ☑ Non-Paid Experience  □ Paid Experience

Student Responsibilities: (Failure to comply with any of the following may result in termination from the program.)
1. Keep regular attendance at any school and on the job, notifying the employer of any anticipated absences. If the trainee is absent from school, he/she must be absent from work unless other arrangements have been made with the school coordinator.
2. Abide by all state, federal, business site, and school rules and regulations.
3. Demonstrate honesty, punctuality, cooperation, confidentiality, and respect for others.
4. Submit verified documentation of hours at the work site to the school coordinator and complete the necessary forms for school credit purposes as required.
5. Inform the work site supervisor and school coordinator of any problems, concerns, accidents/injuries immediately.
6. Abide by the dress code of the work site.

Parent/Guardian Responsibilities:
1. Provide support for the student’s active participation, punctuality, and personal growth in the program.
2. Assume responsibility and liability for student while traveling to and from work experience.
3. Provide transportation when necessary.
4. Assume liability for student during a non-paid work experience.

Work Site supervisor responsibilities:
1. Comply with federal and state and local labor and industry regulations.
2. Provide orientation that identifies safety, workers’ rights and responsibilities, harassment, policies, procedures, and expectations.
3. Conform to federal, state and local laws prohibiting discrimination on the basis of race, color, national origin, sexual orientation, religion or disability.
4. Provide a safe working environment and report any student accidents and injuries.
5. Consult with the school coordinator concerning the student’s learning plan.
6. Verify attendance and/or time records.
7. Maintain liability insurance.
8. Supervise students while on business premises and monitor employees who have direct contact with students.
9. Ensure student’s work site learning experience will not violate any collective bargaining agreement between the business and regularly scheduled employees.
10. Provide feedback regarding performance of student’s training plan.

School Coordinator Responsibilities:
1. Supervise student placement in an appropriate work site.
2. Secure all paperwork, including a training plan, before credit and /or grades are issued.
3. Inform students of basic work site safety and minor work laws.
4. Consult with the work site to develop a training plan, and evaluate student performance.
5. Document all accidents and injuries.
6. Ensure work site orientation has occurred.

Each party shall defend, indemnify and hold the other party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of injuries and damages caused by each party’s own negligence.
The School District and the work site do not discriminate on the basis of race, religion, national origin, age, disability, gender sexual orientation, marital or veteran status. This is a commitment made by the parties in accordance with federal, state, and local laws and regulations.

Student

Student Signature __________________________ Date ______________

Student address and zip code ________________________________

Student phone number ________________________________

Work Site Supervisor

Work Site Supervisor (Print Name) __________________________ Title ____________ Signature ________________

Name of Business ____________________________________________

Business address and zip code ________________________________

Business phone number ________________________________

Parent/Guardian

Parent/Guardian (print name) __________________________ Signature ________________

Address and zip code ________________________________

Phone Number ________________________________

School Coordinator

School Coordinator (Print Name) __________________________ Title ____________ Signature ________________

Name of School ____________________________________________

Phone Number ________________________________