**Learning through Internship and Business Partnership AGREEMENT**

Thank you for providing the students of Perry High School with an opportunity to enhance their education through the internship program.

Name of intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number to text:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred way of communicate\_\_\_\_\_\_\_\_\_\_

Name of company providing internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number to text:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred way of communicate\_\_\_\_\_\_\_\_\_\_

Company fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• The internship will begin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) and end \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date).

• The intern will work approximately \_\_\_\_\_\_\_\_\_\_\_hours per day, \_\_\_\_\_\_\_days a week.

• The intern will work a 10-12 week time period with a minimum of \_\_\_\_ hours during the intern experience.

• The intern will be assigned a staff member to act as a mentor.

• The intern will be assigned experiences that will assist the company and also allow the student various learning experiences.

• The company agrees to complete an evaluation of the student at midpoint and again evaluate the student and the program also at the end of the internship.

• Professional dress and appropriate conduct is expected of the intern at all times.

• The intern understands that failure to comply with company expectations will result in termination.

• Any problems during the internship shall be referred to the student’s Internship Supervisor.

• Perry High School personnel will visit the work site and be available for assistance.

Business Partner Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

**(This form needs to be completed and a copy kept on file with the Internship Supervisor)**

PERRY HIGH SCHOOL CONTACT INFORMATION:

Rita Soeder, Internship Supervisor, [soederr@perry-lake.org](mailto:soederr@perry-lake.org)

440- 259-9320 (during the school day) 440-205-0019 (summer or after school hours)