2 Positive Place Vallejo, California, 94589 (707) 552-6482 www.mitacademy.org

"Growing great minds and caring hearts"

Mare Island Technology (MIT) Academy Internship Contract 2018-2019

An internship—paid or unpaid—is a wonderful opportunity for students to experience the world of work while they explore a potential career. It is also a chance for local businesses and organizations to help youth understand employer expectations. An internship at MIT Academy High School ideally involves work that is beneficial for both the student and the sponsoring group. This contract spells out the responsibilities of the student intern, the sponsoring business/organization, and the school.

STUDENT INTERN: The student will

- o Complete the paid or unpaid internship lasting at least 35 hours, across 2-17 weeks;
- Act as an employee of the business/organization, adhering to all expectations and rules like any other employee and completing the objectives outlined in this contract;
- o Complete the Internship Tracking Log and the reflective essay, the latter in English 12; and
- Write a letter of explanation to the MIT Academy Internship Coordinator detailing the circumstances related to any deviation from complete fulfillment of this contract; the letter and an interview with the employer will be the basis for a determination of status by the Coordinator.

SPONSORING BUSINESS/ORGANIZATION: The business/organization will

- Treat the intern as an employee of the business/organization with the same expectations as any other employee and with workman's compensation and liability insurance coverage;
- O Assist the intern to complete the objectives outlined in this contract;
- o Complete two evaluations of the student intern, one mid-term and one upon completion;
- o Contact the MIT Internship Coordinator if termination of the intern is required.

During the minimum internship period, the student will accomplish the following objectives:

a.	
b.	
c.	

SCHEDULE: The schedule projected by the student and employer (minimum 35 hours), over 2-17 weeks (no more than 12 hours/week during school) is as follows

Week of	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total

Student Intern Information	
Name:	
Email Address:	
Address (with zip code):	
Telephone Number:	
I agree to do my best for the company/organization employing me and behaveflect well on the employer, Mare Island Technology Academy, and me. I approblems or concerns with the Internship Coordinator immediately. I under dependent upon my satisfactorily fulfilling the terms of the contract and upowork. I agree to complete the required tracking log no later than two weeks service and my reflective essay in my English 12 class.	regree to discuss any work-related estand that my credit for the Internship is on my supervisor's evaluation of my
Internship Employer Information	
Company Name:	
Name/Title of internship supervisor:	
Email Address:	
Address (with zip code):	
Telephone Number:	
We, the undersigned, understand the purpose and procedures involved in the abide by the conditions specified under the terms of this document.	e MIT Internship Program and agree to
Student's signature:	Date:
Student's parent/guardian signature:	Date:
Internship Employer signature:	Date:
MIT Internship Coordinator:	Date:

Questions, concerns, comments: Please contact: Roxana Jimenez, Internship Coordinator, 707.552.6482, x115 Monday

Tuesday

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Mare Island Technology (MIT) Academy Internship Weekly Timesheet 2018-2019

Directions: Please fill in the number of hours <u>completed each day</u>, have your supervisor initial at the end of each week, and write a journal entry for the week. Your tracking/journal entry logs need to be <u>submitted to the Internship Coordinator no later than 2 weeks after the completion of your internship.</u>

Thursday

Friday

Saturday

Total

Supervisor

Wednesday

Weekly Timesheet:

Sunday

Week

of						Initials
	I			<u> </u>		
Journal	entry:					
-						

Mid-Point Evaluation



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Student Intern's Name:	Intern (Evaluator's	s Name:	
Company/Organization:				
Fulfillment of Duties	Excellently	Proficiently	Moderately	Poorly
Intern arrives as scheduled.				
Intern completes assigned tasks.				
Intern uses time effectively.				
Intern responds positively to direction/supervision.				
Professionalism				
Intern comes appropriately dressed.				
Intern behaves in a courteous demeanor.				
Intern shows initiative.				
Intern pays attention to detail and corrects mistakes when made.				
How many hours has the intern completed so far (35 hours minimum	required)?			
Has the intern made reasonable progress toward reaching the objective	ves outlined in th	e contract?		
Thank you for your support of MIT Academy's internship program. I	Please return this	s Evaluation	to Roxana Jin	nenez by
FAX or mail (above) or scan and send to rjimenez@mitacademy.org.	Comments: 707.	552.6482, x. 1	115.	

Final Evaluation



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Student Intern's Name:	Intern E	Evaluator's	s Name:		
Company/Organization:					Comments/No
Fulfillment of Duties	Excellently	Proficiently	Moderately	Poorly	
Intern arrives as scheduled.					
Intern completes assigned tasks.					
Intern uses time effectively.					
Intern responds positively to direction/supervision.					
Professionalism					
Intern comes appropriately dressed.					
Intern behaves in a courteous demeanor.					
Intern shows initiative.					
Intern pays attention to detail and corrects mistakes when made.					
How many hours did the intern completed (35 hours minimum requir	red)?				
Did the intern reach the objectives outlined in the contract?					
What advice do you have for MIT to improve the program?					
Thank you for your support of MIT Academy's internship program.	Please return this	Evaluation	to Roxana Jin	nenez by	
FAX or mail (above) or scan and send to rjimenez@mitacademy.org .	Comments: 707.5	552.6482, x. 1	15		_
1111 of han (above) of seal and send to the send to th		, c 10 10 2, AV 1			-
Evaluator's Signature:	Date:				