

Brooklyn Technical High School

“for Science Technology Engineering Mathematics”

INTERNSHIP PROGRAM



RANDY J. ASHER
Principal



ISAAC B. HONOR
Internship Coordinator

WORKSITE AGREEMENT

2010-2011

School: _____

Address: _____

Borough: _____ Zip Code: _____

Telephone: _____ Fax: _____

Internship Coordinator: _____

Employer: _____

Address: _____

Borough: _____ Zip Code: _____

Telephone: _____ Fax: _____

Supervisor: _____

EMPLOYER AGREES TO:

ESTABLISH GOALS & PROVIDE INFORMATION ABOUT THE ORGANIZATION

- Get acquainted with the interns to help shape realistic goals and expectations for the intern's work performance.
- Provide specific information regarding the organization, including the objectives and work products, the organization's history, the makeup of the workforce and the physical plant.
- Introduce interns to key people.
- Provide a tour of the organization.

PROVIDE AN ASSIGNMENT DESCRIPTION & REVIEW COMPANY POLICIES

- Explain the objective of each assignment.
 - Explain the job description, including tasks, responsibilities, established deadlines, and level of performance required.
 - Explain how the organization depends on the intern's work and the consequences to the organization if an employee doesn't produce.
 - Describe the work schedule:
 - Student will work from (Date) _____ to (Date) _____
 - Student will work a minimum of _____ hours per week at a rate of _____ per hour.
 - Inform the intern of the rate of pay
 - Explain how the student's work will be evaluated.
 - Explain company attendance and lateness policies; including expectations about punctuality and calling in when late or sick. Make sure the student knows whom to contact and has the phone number.
 - Explain the organization's security procedure: ID badge, signing in, etc.
 - Explain other company policies: eg, Internet use, e-mail use, telephone, etc.
 - Share company procedures: cell phone etiquette, lunchroom, coffee, etc.
 - Follow the standard company procedures in addressing issues of sexual harassment.
-

ADDRESS CONFIDENTIALITY & REVIEW SAFETY ISSUES

- Address confidentiality issues with the student. (Confidentiality should not be a barrier to the intern's work experience.)
 - Expect students to maintain the confidentiality of telephone calls, e-mail messages, and all transactions within the office.
 - Require students who work with confidential information to sign confidentiality statement.
 - Make building evacuation procedures clear.
 - Review all relevant health and safety issues.
 - Demonstrate how to operate equipment correctly.
 - Provide responsible supervision at all times.
 - Maintain parent/guardian emergency contact information.
 - Any injuries that occur on the job must be reported immediately to the Brooklyn Tech Internship Coordinator.
-

PROVIDE CONSTRUCTIVE EVALUATION

- FEEDBACK
 - Meet regularly with the interns to offer feedback and direction. Teenagers need to hear how they are doing and to know their efforts are valued. Any problem should be addressed at the time it occurs. The student will need specific and constructive direction.
 - EVALUATION
 - Complete the student evaluation for each student at worksite.
 - Submit the evaluation to the Brooklyn Tech Internship Coordinator.
 - The Brooklyn Tech Internship Coordinator should be informed about any serious or continual problems.
-

**** Contact the Internship Coordinator if there is any problem or if you need any assistance. ****

INTERNSHIP COORDINATOR AGREES TO:

OVERSEE STUDENT SELECTION & MONITOR PROGRESS

- Provide students recommended by their teachers.
- Interview each selected student and review their transcript.
- Match skill sets of each student with the job requirements
- Be available to provide support to the employer as needed.
- Visit the worksite at pre-arranged times convenient to the site and the student.
- Provide an evaluation instrument for the employer to monitor the students' progress.

STUDENT AGREES TO:

- Arrive at work on time and prepared.
- Call no later than one hour prior to start time if unable to be present at work.
- Call if unavoidably late.
- Adhere to rules and policies of the worksite.
- Adhere to federal, state, and local guidelines.
- Keep up with school work as well as job related work.
- Accept work and tasks assigned according to the policies of the workplace and the federal, state and local laws.
- Report any incident of sexual harassment immediately to the Brooklyn Tech Internship Coordinator.
- Fill out time sheets with the dates and hours worked, on a daily basis.
- Be responsible for faxing timesheet to the Brooklyn Tech Internship Coordinator regularly.
- Be flexible.
- Complete assigned tasks.
- Keep confidentiality of office-related subjects.

PARENT/GUARDIAN AGREES TO:

PARENT/GUARDIAN RESPONSIBILITY

- Monitor the student's participation in the internship as outlined above.

SIGNATURES OF AGREEMENT

BT. Internship Coordinator _____ Date _____

Employer _____ Date _____

Student _____ Date _____

Parent _____ Date _____