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LTW Student Intern Contract

The Student Intern agrees to:
As a student-

1. I will make a conscious effort to be on time to my first period class.
2. I will seek help for any unsatisfactory grades I may have (i.e PM school, tutoring)
3. I will maintain an 80 % Attendance in school and provide documentation on why I am absent
4. I will uphold all the ideals of being a Research & Service Student.
5. I will be put on a progress report for failure to uphold any part of this agreement, if I don't follow progress report it can lead to further actions.
6. If I do not come into school, I cannot work that day I missed school.
7. I will attend mandatory seminar weekly and participate in LTW events.

As an Intern:

1. Arrive at the internship site on or before the start time every day I am scheduled and also to attend all scheduled training seminars at Research and Services High School.
2. If I must be absent I will notify the Job & Internship Coordinator as well as my Worksite Supervisor prior to my scheduled start time.
3. Demonstrate honesty, punctuality, positive attitude, proper dress and a willingness to learn.
4. Ask my worksite supervisor if I am unclear about any of my assignments.
5. Talk to my Job & Internship Coordinator and my Worksite Supervisor about any problems.
6. Follow all workplace rules and regulations and maintain confidentiality.

Failure to follow the agreements of this contract can result in Termination of your internship!!!

Print Student Name _____

Student Intern Signature _____