



# WILSON HIGH SCHOOL HONORS INTERNSHIP GUIDELINES



## STUDENT CONTRACT

I agree to adhere to the following responsibilities:

- I must be punctual at work and school and must attend daily. I understand that excessive absenteeism is 3 days a marking period.
- When ill and forced to be absent, I should contact my mentor as soon as possible (following company policy for reporting off). I should call my Internship Coordinator and the high school office by 8:00 am.
- I fully understand that if I am absent from school in the morning, I may not report to work in the afternoon.
- I fully understand the consequences if I cut internship or school, fail to call my mentor in the event of an absence, don't sign in/out every day. These violations will result in a discipline referral with the high school office.
- I must report internship schedule changes to my coordinator immediately and I must discuss controversial employment issues with my coordinator who, in turn, will discuss them with my mentor (if appropriate).
- I understand that I must sign out daily and leave the school grounds immediately upon my dismissal.
- I will not quit or change my internship site without first discussing with and getting approval from my parents and coordinator.
- I must carry out my training on the job in such a manner that I will reflect positively upon myself and the Internship Program.
- I understand that I must provide transportation to and from my training station, have a driver's license and obtain a parking permit.

---

Student's Signature

Date

---

Parent's Signature

Date