

Arlington Tech Capstone Partnership Agreement



Student Name:
Placement Location:

Partner Organization:
Partner Mentor Name:
Address:

PURPOSE

The purpose of this agreement is to provide a way of recording the terms of the student's internship experience/employment and to outline the responsibilities of all parties involved with the employment in compliance with federal and state labor laws.

STUDENTS

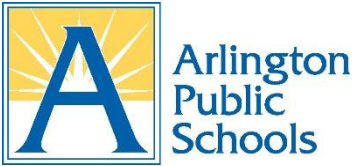
The student intern agrees to:

1. Prioritize school as his/her first responsibility. Capstone students are expected to earn passing grades in all subject areas; work is not an excuse for poor grades.
2. Attend school and work regularly. The student intern will notify the school and partner by 8:00AM on any day absent. When a student is absent from school, s/he is not permitted to work that day without advance permission from the Capstone Coordinator. If a student is set home from school due to illness, s/he will not be permitted to report to internship site.
3. Perform any necessary training responsibilities efficiently in addition to showing honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
4. Conform to the rules and regulations, including all safety requirements, of the internship site.
5. Respect all confidential information pertaining to the internship site.
6. Consult with the Capstone Coordinator about any challenges arising at the internship site or related to the capstone with the understanding that his or her employment is under school supervision.
7. Maintain continuous employment throughout the year. Credits awarded will be based on **396 hours per credit**.
8. If a student loses his or her job through negligence or misconduct, criminal charges or other good cause, and/or terminates employment without the consent of the teacher/coordinator, he/she will fail for the grading period and may be subject to an administrative review with the teacher/coordinator and school administrator resulting in removal from the cooperative education program and loss of course credit.
9. Student interns will be assessed by their partner mentor and Capstone Coordinator at the end of each marking period to determine letter grade. Tasks and skills to be evaluated as part of marking period grades will be outlined in the partnership agreement.
10. For students who have reached the age of majority, allow the Capstone Coordinator to provide and discuss the student's academic progress when necessary. Partners will be consulted in the evaluation of the student's quarterly Capstone performance. For students receiving special education services, partners may be notified of student accommodations relevant to completing assigned internship tasks as agreed upon by parent and student. The business partner may request personal information from the student as part of the placement and/or employment.

PARTNERS

The partnership mentor agrees to:

1. Provide students with the opportunity to work an average of 10-11 hours per week. If school performance becomes unsatisfactory, a maximum level of hours will be established to support school as the student's first priority.
2. Provide organized and progressive occupational experiences, as outlined in the individual training plan, to expose students to as many aspects of the operation as possible.
3. Assist students in completing job-related projects; provide available instructional materials and occupational guidance.



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4. Adhere to all federal, state and local laws, ordinances and regulations regarding labor, safety, tax credits and any other legal requirements applicable to the internship/employment experience described herein.
5. Provide intermittent work experiences during the agreed upon times, as outlined this partnership agreement, under the direct supervision of a qualified and experienced person.
6. Ensure that work of student will not be in the occupations declared particularly hazardous.
7. Adhere to non-discrimination based on race, color, national origin, sex, disability or age.
8. Consult the Capstone Coordinator as soon as possible regarding work-related problems. The Capstone Coordinator needs to be notified before dismissing the student-intern.
9. Employ student-interns as outlined in the partnership agreement, provided their job and school performances remain satisfactory.
10. Not permit student-interns to work on days they are absent from school and/or days that the student leaves school early due to sickness unless the Capstone Coordinator has given advance permission.
11. Provide time for consultation with the Capstone Coordinator to evaluate the student-intern's on-the-job performance.

PARENTS/GUARDIANS

The parent and / or guardian of the student-intern agrees to:

1. Support the cooperative method of education by cooperating with all rules and policies of the school and internship site.
2. Encourage competent participation of student-interns.
3. Assume responsibility for the safety of students from the time they leave school until they report to the internship site and from the time they leave the internship site until they arrive at home.
4. Understand student-interns are responsible for transportation to and from the internship site and support the students in this endeavor
5. Be aware that students are **not** allowed to report to the internship site on days they are absent from school unless they receive permission from the Capstone Coordinator.
6. Consult with the Capstone Coordinator at the onset of any job-related problems or concerns.
7. For students who have not reached the age of majority, allow the Capstone Coordinator to provide and discuss the student's academic progress when necessary. Partners will be consulted in the evaluation of the student's quarterly Capstone performance. For students receiving special education services, partners may be notified of student accommodations relevant to completing assigned internship tasks as agreed upon by parent and student. The business partner may request personal information from the student as part of the placement and/or employment.

CAPSTONE COORDINATOR

The Capstone Coordinator agrees to:

1. Assume responsibility for initiating and developing individual training plans and ensure that each plan is followed until it is mutually agreed to modify it.
2. Cooperate with partnership mentor in developing appropriate training activities related to students' career interests.
3. Make periodic visits to internship sites to observe student-interns, to consult with partnership mentor and to assist student-interns with any problems.
4. Assist in evaluation of student-interns.
5. Provide employers with current information concerning students' progress in school, where the student or parent, as applicable, has provided written permission to do so.



**Arlington
Public
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Arlington Tech



Arlington Career Center

SCHOOL CLOSINGS

In the event school is closed due to inclement weather but the employer is conducting business as usual, the student-intern will contact the partnership mentor to determine if s/he should report to the internship site for work as scheduled. The student-intern may report for work as scheduled **pending parent / guardian consent** based on transportation arrangements and the ability to safely report to work.

REQUESTING TIME OFF

In the event the student needs time off from work during normal business hours throughout the school year, the student will communicate scheduling concerns to the partnership mentor per company policy and procedures with a minimum of _____ notice and seek verbal communication of the leave request.

In addition to communicating with the partnership mentor, please indicate how the student-intern is expected to formally request time off in writing per workplace policies and / or procedures:

Email to _____ Web-Based Scheduling Platform Other: _____

ACKNOWLEDGEMENT

By Signing this agreement, I understand my role & responsibilities for Cooperative Education & agree to abide by the state & local guidelines as they are described above.

Student Intern _____

Date _____

Parent / Guardian _____

Date _____

Partnership Mentor _____

Date _____

Capstone Coordinator _____

Date _____

School Administrator _____

Date _____