

**FREDERICK COUNTY PUBLIC SCHOOLS  
MENTOR / INTERNSHIP  
STUDENT-PARENT-SCHOOL SPONSOR AGREEMENT**

*Please print all information below*

Student Name \_\_\_\_\_ Agreement Date \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Student Cell Phone \_\_\_\_\_ Student Home Phone \_\_\_\_\_  
Student e-mail address \_\_\_\_\_ GR \_\_\_\_\_ Grad Year \_\_\_\_\_

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Mentor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Firm/Business Name \_\_\_\_\_ e-mail address \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Student's intern assignment \_\_\_\_\_ Rate of pay (if applicable) \_\_\_\_\_

**RESPONSIBILITIES**

**The Parent/Guardian:**

1. Will permit the student to interview with and intern for the company above.
2. Will be responsible for the student's transportation to and from the internship site.
3. Will be responsible for the conduct of the student while in school and at the internship site.
4. Acknowledges that when the student leaves the school site to travel to the internship site the student is considered to be dismissed from the custody of the school.

**The Student:**

1. Will provide his or her own transportation to the internship site. Student carpooling is not permitted.
2. Will maintain regular attendance in the home school and at the site.
3. Will not be permitted to work unless classes in school are attended as scheduled. Any student suspended from school is considered suspended from the internship site as well and may not work until reinstated. In case of inability to attend school or the internship, the student agrees to notify the coordinator by 9:00 AM and the mentor at least three (3) hours before the time the student is scheduled to report.
4. Will not display a bad attitude, lack of courtesy, manners, obedience, industry, etc., pertaining to school activities, class or otherwise, or to activities on the site. Failure to make recommended corrections will result in the student being removed from the program.
5. Acknowledges that when he/she leaves the school site to travel to the intern site, he/she is considered as dismissed from the custody of the school.

**The Sponsor:**

1. Will provide the coordinator with a training plan that will benefit the sponsor and the student as related to the career objectives of the student.
2. Will provide at all times a healthful and safe working environment and comply with all applicable health and safety laws.
3. Will consult with the coordinator as soon as possible if any unsatisfactory situation arises regarding the student's work.
4. Will evaluate the student's progress periodically (at least quarterly) when requested by the coordinator.
5. Will not allow a student who is suspended from school or is absent from school to work except in unusual circumstances approved by the coordinator.
6. Will not discriminate on the basis of disability, race, color, sex, marital status, religion, age, or national origin and complies with Title VI, Title IX, Section 504 of the civil rights laws, and Maryland discrimination laws.
7. Certifies that a worker's compensation insurance policy is in force that provides coverage for the student; will, if requested by the coordinator, provide a current certificate of the insurance and a renewal certificate (if applicable) during the school year.

\_\_\_\_\_  
(Mentor's Signature and Date)

\_\_\_\_\_  
(Parent's Signature and Date)

\_\_\_\_\_  
(Coordinator's Signature and Date)

\_\_\_\_\_  
(Student's Signature and Date)