



Murrieta Valley Unified School District

STUDENT INTERNSHIP PROGRAM

BUSINESS INTERNSHIP AGREEMENT

This internship is a semester or yearlong commitment between your business and high schools in the Murrieta Valley Unified School District. This agreement is to be read, agreed upon, and signed by the student intern, parent, business/work-site representative and/or supervisor, internship coordinator, pathway instructor and the high school principal to ensure all parties understand and agree upon the terms, goals, expectations and responsibilities of the internship.

STUDENT INFORMATION

Student Name: _____

Phone Number: _____

Street Address: _____

City and Zip: _____

Student Email: _____

Parent/Guardian Name: _____

Phone Number: _____

Street Address*: _____
(If different than Student Address)

City and Zip: _____

Parent/Guardian Email: _____

BUSINESS INFORMATION

Business of Internship: _____

Address: _____

Representative's Name: _____

Phone: _____ Cell: _____

Representative's Email: _____

Supervisor's Name: _____

Phone: _____ Cell: _____

Supervisor's Email: _____



Murrieta Valley Unified School District

STUDENT INTERNSHIP PROGRAM

BUSINESS INTERNSHIP AGREEMENT
(continued)

SCHOOL INFORMATION

High School Name: _____

Principal Name: _____

Phone Number: _____

Principal Email: _____

Teacher Name: _____

Phone Number: _____

Teacher Email: _____

INTERNSHIP INFORMATION

Internship Coordinator Name: _____

Phone Number: _____

Internship Coordinator Email: _____

INTERNSHIP DESCRIPTION / GOALS AND OBJECTIVES

Start Date of Internship: _____

End Date of Internship: _____

General Responsibilities / Job Description:

Goals and Objectives/s of the Internship:



Murrieta Valley Unified School District
STUDENT INTERNSHIP PROGRAM
BUSINESS INTERNSHIP AGREEMENT
(continued)

INTERNSHIP SCHEDULE

Day of Week	Internship Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Note: The work schedule should be determined by the business/work site's needs and the intern's availability.

INTERNSHIP AGREEMENT

The student agrees to the following expectations:

1. To work on the days and times agreed upon with my supervisor.
2. To abide by the regulations of the organization in which I am working.
3. In case of absence, I will notify my supervisor.
4. If there are any problems or concerns, I will notify my principal and/or District Internship Coordinator.
5. To complete the required paperwork and submit it to my principal to be forwarded to the District Internship Coordinator.

The supervisor agrees to provide the following:

1. An internship job description and goals that constitute a quality learning experience for the student.
2. Supervision of the student intern when on the job site. The District Internship Coordinator will be notified of any changes in supervisors during internship period.
3. Signature of student log sheets.
4. Supervision of student's project/work, if the student and supervisor elect to do one.
5. Assessment and feedback to the District Internship Coordinator including the Intern Evaluation at the completion of the internship.
6. Notification at any time to the District Internship Coordinator if work performance is unsatisfactory or if there are any problems with the placement.
7. I agree to work with the District Internship Coordinator, to improve and/or revise the internship program. If there are any problems during this process, I may contact Mary Walters at 951-696-1600 ext. 1037.



Murrieta Valley Unified School District

STUDENT INTERNSHIP PROGRAM

BUSINESS INTERNSHIP AGREEMENT
(continued)

INTERN AGREEMENT SIGNATURE PAGE

We have read the Internship Job Description and the General Rules and Policies of the Murrieta Valley Unified School District Internship Program. We are clear about the expectations for the student intern and the employer. The student intern has also received instruction about company policies that may not be listed above. We understand that violation of the rules of conduct may result in termination of the internship.

The signatures below indicate all parties understand and agree upon the terms, goals, expectations and responsibilities of the internship.

Student Name (Please Print): _____

Student Signature: _____

Parent Signature: _____

Emergency Contact (parent/guardian daytime phone): _____

Business Representative Signature: _____

Business Supervisor Signature: _____

Principal Signature: _____

Teacher Signature: _____

District Internship Coordinator Signature: _____

Date: _____