



MVUSD 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/Title: _____

Phone: _____ Cell: _____

Supervisor's Email: _____



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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: _____

INTERN RESPONSIBILITIES

Provide a description of student intern responsibilities, including both daily responsibilities and broader assignments to be completed during the course of internship experience.



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BUSINESS INTERNSHIP AGREEMENT (continued)

GOALS AND OBJECTIVES

Provide a description or list of the intern's goals and objectives to be completed by the end of the internship based on professional development.

FINAL PROJECT

Provide a detailed description of project to be completed by student intern during the course of the internship. This project has been agreed upon by student, company supervisor and Career Management Coordinator. Include deadlines and specific components that are required for the student to complete.

Student Signature Date: _____ Supervisor Signature Date: _____

Teacher Signature Date: _____ District Internship Coordinator Signature Date: _____



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**BUSINESS INTERNSHIP AGREEMENT
(continued)**

INTERNSHIP SCHEDULE

WEEKLY BI-WEEKLY MONTHLY OTHER

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*

**This is an unpaid internship*

THE TEST FOR UNPAID INTERNS

The Parent and Student acknowledge the following regarding the terms of the internship and the Sponsor Business will ensure that the internship meets all of the following criteria:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training, which would be given in an educational environment
2. The internship experience is for the benefit of the intern
3. The intern does not displace regular employees, but works under close supervision of existing staff
4. The employer that provides the training derives no immediate advantage from the activities of the intern and on occasion its operations may actually be impeded
5. The intern is not necessarily entitled to a job at the conclusion of the internship
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship



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BUSINESS INTERNSHIP AGREEMENT (continued)

The STUDENT agrees to the following expectations:

1. Attend the internship on the days and times agreed upon with my supervisor.
2. Abide by the regulations of the organization.
3. Notify supervisor of planned absences before internship takes place.
4. If there are any problems or concerns, notify the principal and/or District Internship Coordinator.
5. Complete the required paperwork and submit to the principal to be forwarded to the District Internship Coordinator.
6. Conform to the regulations and dress code of the organization in which internship takes place.
7. Maintain confidentiality of organization in which internship takes place.
8. Notify the District Coordinator or principal should any problems arise during the course of the internship.
9. Complete the required Log of Hours sheet and submit to District Internship Coordinator at end of internship.
10. Complete assignments, tasks, and final project associated with internship experience.

The DISTRICT INTERNSHIP COORDINATOR will have the following responsibilities:

1. Participate in planning and evaluation regarding learning activities by jointly deciding on objectives with student and supervisor.
2. Provide company/supervisor with student evaluation forms.
3. Notify student of obligations and monitor students' compliance during the course of the internship.
4. Conduct intermittent individual contacts with students during internships to critique student progress and professional growth.

The COMPANY/SUPERVISOR agrees to provide the following:

1. Provide a description of internship responsibilities and goals that constitute a quality learning experience for the student.
2. Supervise the student intern when on site. The District Internship Coordinator will be notified of any changes in supervisors during internship period.
3. Provide a copy of Student Log sheets.
4. Supervise student's project/work, if the student and supervisor elect to do one.
5. Assess and provide feedback to the District Internship Coordinator including the Intern Evaluation at the completion of the internship.
6. Notify District Internship Coordinator any time if the intern performance is unsatisfactory or if there are any problems with the placement.
7. Provide an environment which allows the student to gain experience relevant to the major field.
8. Supply a safe environment for the student and inform student and school of any possible unsafe conditions.
9. Present both student and District Internship Coordinator with policies and operational procedures to which student is expected to follow during the course of the internship.
10. Work with student and District Internship Coordinator to develop goals and objectives to be completed during internship.
11. Notify District Internship Coordinator of any poor performance or problems with the student placement.
12. Evaluate student's performance at end of internship and submit evaluation form to District Internship Coordinator.
13. Agree to work with District Internship Coordinator to improve and/or revise the internship program. If any problems arise during this process, contact Mary Walters, Internship Coordinator at 951-696-1600.



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BUSINESS INTERNSHIP AGREEMENT (continued)

DISCIPLINE

While participating in the internship, students are representatives of the Murrieta Valley Unified School District. Internships are considered a “school activity” and /or related to a school activity for purposes of Education Code section 48900, subdivision (s). Therefore, students are subject to District and school policy and all relevant Education Code sections regarding discipline and may be subject to disciplinary action by the District for any and all misconduct occurring at the internship and/or while going to or coming from the internship. Such disciplinary action may include suspension and/or expulsion depending on the circumstances and misconduct at issue.

INTERN AGREEMENT SIGNATURES

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.

Because this is an internship, the student may discontinue at any time for any reason, and the business may discontinue the internship for any reason not prohibited by law. There is no guarantee of continuous employment because of the student’s volunteer work with the business. As an intern, the student will not be a company employee. Therefore, the student will not receive a salary, wages or other compensation, nor will he/she be eligible for any employee benefits that company employees are entitled to, including, but not limited to, health insurance, vacation or sick leave, paid holidays or participation in the business retirement plan.

During the student internship, there may be access to confidential business information. By accepting this internship offer, the student acknowledges that he/she must adhere to the business confidentiality policy. In addition, upon conclusion of the internship, the student must return all company-owned property, equipment and documents, including electronic email or other information.

The signatures below indicate all parties understand and agree upon the terms, goals, expectations and responsibilities of the unpaid 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: _____