

**T. F. Riggs High School
Youth Internship Program
Employability Agreement**

PARTIES TO THE AGREEMENT

Student Name

Job Title

Employer

Business

EXPECTATIONS FOR EMPLOYERS

The employer agrees to:

- Provide the student paid Youth Internship experience in the above named job. The student's placement in the job is for the purpose of providing work experience.
- Evaluate the student's progress once during a 9-week period and complete a brief progress report for each school grading period.
- Provide an experienced and qualified workplace supervisor.
- Accord the student the same consideration given other employees in regard to safety, health, social security, general work conditions and other company specific regulations.

EXPECTATIONS FOR STUDENTS

The student agrees to:

- Maintain scholastic averages acceptable to school.
- Adhere to employer's company policy; employment may be terminated for the same reasons as other employees.
- Adhere to appropriate regulations, policies, safety procedures, and program guidelines established by the school, the employer, and the Youth Internship Program Coordinator.
- Regular attendance at school and on the job. If unable to report to work, the employer and coordinator will be notified before the start of the normal work/school day.
- Communicate to the Youth Internship Coordinator any concerns or conditions that are interfering with progress at school or at the workplace.

EXPECTATIONS FOR YOUTH INTERNSHIP COORDINATOR

The Youth Internship Coordinator agrees to:

- Serve as the point of contact for all program activities and foster effective communication links among the school, parents and guardians, the workplace, and the student.
- Visit the student and supervisor at the place of employment to determine progress and obtain direct feedback concerning the student's performance.

SIGNATURES

Student

Youth Internship Coordinator

Date

Date

Employer or Supervisor

Date