



Paint Branch High School Signature Internship Program

CONTRACT

1. Students accepted to the Paint Branch High School Academy of Science & Media Internship Program must have a grade point average (GPA) of at least 3.0. This GPA must be maintained throughout the internship, and students who fail to do so will be removed from the program and scheduled for a full academic day.
2. Each student in the program must complete the required number of internship hours each week based on the number of periods released and the number of school days each week in order to earn credit.

If a student is absent from the seminar or internship, please see Ms. Candia (Signature Office) to make certain that the absence is excused and discuss how the absence will be made up.

REQUIRED HOURS AT INTERNSHIP SITES

# of School Days in Week	Three Release Periods (6, 7, 8)	Two Release Periods (7 & 8)	One Release Period (8)
5	12	8	4
4	10	6	4
3	6	4	3
2	4	3	2
1	2	2	1

3. **Students must sign out each day.** A sign-out sheet will be located on the Internship bulletin board located outside the Signature Office. Failure to sign out will result in suspension or expulsion from the program.
4. Students must complete all of the following paperwork BEFORE beginning the internship
 - Signature Internship Program Contract
 - Memorandum of Understanding
 - Work Permit
 - Student Information Sheet
 - Emergency Accident Form
 - Learning Contract
 - MCPS form 560-31
 - Portfolio

5. Seminars are mandatory and students must arrive on time. There will be a tardy sign-in sheet for students who arrive late. Attendance is part of the intern evaluation.
6. Students will be required to complete the Intern's Weekly Log and Time Sheet, seminar presentations, a Senior Project and other assignments. All of these activities, in addition to the sponsor's assessment will be part of the evaluation process.
7. Internship information will be posted on the Internship bulletin board. It is the responsibility of the intern to check this area regularly, as well as e-mail for announcements and other information.
8. On-site visits by Ms. Candia are unannounced. If a student is not on site as expected without sound cause, or fails the on-site evaluation, he/she will be subject to consequences which may include, but may not be limited to, the following: detention, additional projects/assignments, parent/guardian conference, suspension or removal from the internship program.
9. Each student must meet the expectations of the internship program and follow directions of his/her sponsor. If a student has a concern about the tasks assigned, or the relationship with the sponsor, he/she must see Ms. Candia.
10. Each student in the internship program is responsible for his/her own transportation and must leave the school campus within five minutes of the end of the last scheduled instructional period unless he/she has a dated and signed pass from a Paint Branch staff member indicating permission to be on school grounds beyond that time. Students are allowed to return to school if they are involved in a school-sponsored activity, but not **after 2:10 or the time designated for the activity.**

I have read and accepted the rules and procedures as indicated in the Paint Branch High School Signature Internship Program Contract.

<i>Student Name (Print)</i>	<i>Student Signature</i>	<i>Date</i>
<i>Parent/Guardian Name (Print)</i>	<i>Parent/Guardian Signature</i>	<i>Date</i>