

### Responsibilities of Student:

- Complete an internship application/intake form
- Have approval from his/her parent or guardian and home school
- Complete work-site interview and be accepted by employer
- **Maintain a high level of attendance and performance at both school and the work-site**
- Follow requirements as described in Training Agreement/Plan and behaviors expected in student handbook
- Conform to all rules and regulations of place of employment/work-site
- Conform to working according to work-site schedule as set forth in the Training Agreement/Plan
- Exhibit honesty, punctuality, cooperative attitude, proper grooming and dress, and willingness to learn
- Consult with KTC Facilitator or Employment Training Specialist, as well as your mentor or employer, about any concerns or problems
- Discuss with KTC Facilitator or Employment Training Specialist, work-site Mentor or employer any planned family vacation time during work experience –discussion must be in advance. Taking a family vacation does not justify absences from work unless prior approval is given
- Comply with weekly time records – signed and dated by employer
- Comply and return copies of all signed paperwork as agreed to by KTC Facilitator
- Obtain approval of KTC Facilitator before changing work-site assignment

**Remember: An Internship experience is an extension of the school day even though it may not take place during the normal school day.**

### Responsibilities of Parent:

- Understand the concept and purpose of the Internship Program
- Provide encouragement to the student to excel in the Internship Program
- **Encourage the student to maintain good attendance**
- Encourage the student to maintain good grooming and appropriate dress for their assigned work-site
- **For paid Internships, parents/guardians must provide/arrange transportation**

