

# LTI Internship Agreement

## Student Information

Student Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Student Email: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent #: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Advisor Email: \_\_\_\_\_

## Internship Site Information

Internship Site Name: \_\_\_\_\_ Mentor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

## Important Dates

Start Date: \_\_\_/\_\_\_/\_\_\_

Internship day(s) \_\_\_\_\_

Set-up Meeting Date: \_\_\_/\_\_\_/\_\_\_

Project Meeting Date: \_\_\_/\_\_\_/\_\_\_

Semester End Meeting Date: \_\_\_/\_\_\_/\_\_\_

LTI Start time: \_\_\_\_\_

LTI End time: \_\_\_\_\_

Lunch Time: \_\_\_\_\_

## The Agreement

- The internship site agrees to host the student/intern for the purposes of receiving educational experience and hands on learning and training.
- The school will provide related instruction. This will be detailed in the student's Project Proposal and Timeline.

## The Mentor Agrees To:

1. Provide a sufficient work schedule for student to gain knowledge and experience.
2. Assess student's work/provide a progress report.
3. Not terminate student without consulting the school coordinator.

Mentor Signature: \_\_\_\_\_

## The Student Agrees To:

1. Follow policies and procedures of the internship site and the school.
2. Complete assignments from the school and the internship site.
3. Not quit the internship without school approval.

Student Signature: \_\_\_\_\_

## The Parent Agrees To:

1. Communicate openly with the advisor, mentor and student about concerns or issues.
2. Provide support and encouragement to the student.
3. Notify the advisor and mentor immediately if there is a transportation issue.

Parent Signature: \_\_\_\_\_