



Internship Application

Please complete this form, obtain the necessary signatures, and return it to your school counselor on or before May 1. Applications received after May 1 will not be considered.

Student Information

Name: _____
Student ID: _____
Cell Phone: (____) _____
GPA: _____

Internship Site Information

Name of Company or Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Site Supervisor: _____
Title: _____
Phone: (____) _____ - _____
Email: _____
Website: _____

Position Title: _____
Start date: ____/____/____
End Date: ____/____/____
Hours/Week: _____
Total Weeks: _____

Glen Rock High School
400 Hamilton Avenue
Glen Rock, NJ 07452



Internship Project Proposal
(To be completed by the student and organization or company supervisor)

List two Academic Goals / Learning Objectives (Things you hope to achieve or learn):

Description of Responsibilities (Specific duties and activities you will perform):

Portfolio / Project (What you will include as part of the graded portfolio):



Agreement

1. The internship is related to an educational purpose, and there is no guarantee or expectation that the activity will result in employment with the Company.
2. The Intern does not replace or displace any employee of the Company.
3. Intern is not entitled to wages or any compensation or benefits for the time spent in the internship.
4. The Intern will receive direct and close supervision by an appropriate Company supervisor.
5. The Intern will maintain a regular internship schedule as determined by the Intern and the Company supervisor. A minimum of **60 internship hours** are required in order to earn the 2.5 credits.
6. The Intern's schedule is subject to review and approval by the principal since there may be an adverse impact caused by absences in courses required for graduation.
7. The Intern agrees and understands that the internship is credit bearing (2.5) and is not graded. The Intern will receive a grade of P (pass) or F (fail) upon completion review, and assessment of the Internship Project.
8. The Intern agrees and understands that no extensions will be given or exemptions made for any assignment(s), assessment(s), or project(s) assigned by any teacher(s) during their absence(s) from class(es) due to the internship.
9. The Intern specifically agrees to and acknowledges the following:
 - a. This internship is educational in nature and there is no guarantee or expectation that the internship will result in employment.
 - b. The Company may at any time, at its sole discretion, terminate the internship without notice or cause.
10. The Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
11. The Intern will obey the policies, rules and regulations of the Company site and directives of Company personnel and comply with the Company's business practices and procedures.
12. The Intern will furnish the principal with all necessary information pertaining to the unpaid internship, including related assignments and reports.
13. Under no circumstances will the Intern terminate the internship without first conferring with the principal or the school counselor.
14. Transportation to and from the internship site is the sole responsibility of the Intern.
15. While the Intern is on the Company premises, he/she is considered an agent of the Company for any and all purposes, including but not limited to, worker's compensation.



The Intern assumes all of the risks of participating in the internship program. In consideration of the opportunity afforded to the Intern to participate in the internship program, the Intern hereby agrees that he/she, his/her assignees, heirs, guardians, and legal representatives, will not make a claim against Glen Rock Public Schools administrators, collectively or individually, or any of its employees, for the injury of death to Intern or damage to his/her property, however caused, arising from his/her participation in the internship program. Without limiting the generality of the foregoing, the Intern hereby waives and releases any rights, actions, or causes or action resulting from personal injury or death to him/her, or damage to his/her property, sustained in connection with his/her participation in the internship program.

The intern and his/her parent or legal guardian agree to indemnify and hold the Glen Rock Board of Education, its members, agents and employees harmless from any and all liabilities, claims, damages, injuries, losses and expenses, including then reimbursement of reasonable attorney's fees, that may arise out of and be incurred in connection with the student's participation of the in the internship program

I understand that this unpaid learning experience is not employment and that I am not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience.

Signature of Student: _____

Date: ____/____/____

Parent or Guardian Signature: _____

Date: ____/____/____

Internship Supervisor (Please Print): _____

Signature of Internship Site Supervisor: _____

Date: ____/____/____

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400 Hamilton Avenue
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Approval

The proposed internship is approved
 The Proposed internship is not approved

Director of Pupil Personnel Services: _____

Date: ____/____/____

Principal: _____

Date: ____/____/____