



Student Internship Acknowledgement Form

I, _____, am participating in The Intern Project (“TIP”) as a Student Intern (“Intern”) from _____ (start date) to _____ (end date). As an Intern, I will have the opportunity for an experiential education at _____ (“Partner”). I understand that the following statements about TIP are true:

1. I understand that:
 - a. the internship will be conducted in a manner similar to training which would be given in an educational environment;
 - b. the internship will be for my benefit;
 - c. I will work under close supervision of existing staff, and will not displace regular employees;
 - d. the Partner is participating in TIP for my benefit and enrichment;
 - e. I am not necessarily entitled to a job at the conclusion of the internship; and
 - f. Failure to complete the full internship period commitment and/or meet the TIP internship expectations (see “TIP Student Intern Expectations”) without prior approval will result in the return of any technology or supplies provided to support my internship experience. Materials must be returned within two weeks of terminating the TIP agreement and will be returned in the condition they were received.
2. The internship does not create an employment relationship between myself and _____ (“Partner”) or any of its affiliates.
3. I have read and understand the information above.

Signature: _____ Date: _____

I, _____, am the parent or legal guardian of _____, and I consent and agree to the statements above.

Parent/Guardian Signature: _____ Date: _____

TIP Student Intern Expectations



TIP interns are expected to:

1. Demonstrate responsible behavior, be trustworthy, and show seriousness about participating in TIP.
2. Complete all information on the work permit form and obtain a work permit prior to the end of the school year.
3. Complete all employment paperwork in a timely manner.
4. Arrange schedule so as to have ample time to get to and from the workplace.
5. Notify the company designee/supervisor in advance of illness or emergency that prevents attendance at the work site.
6. Comply with reasonable requests of the employer and follow directions as closely as possible.
7. Turn in timesheets as required in a timely manner.
8. Maintain appropriate behavior and work etiquette at all times on the job and when traveling to and from the workplace.
9. Attend and actively participate in all cohort TIP trainings (orientation, mid-summer, culminating event), unless excused in advance.
10. Write/record a weekly blog about experiences, lessons learned, and new skills developed, and how TIP benefits in college and career readiness.
11. Confer with the TIP coach and/or company designee/supervisor at any time with any concerns/questions.
12. Complete pre and post surveys as well as exit interview with LA Promise Fund staff. Any further surveys (6 months, 1 year) are voluntary, but highly encouraged.

I agree to follow the TIP Student Intern Expectations.

Signature: _____ Date: _____

I, _____, am the parent or legal guardian of _____,
and I consent and agree to the statements above.

Parent/Guardian Signature: _____ Date: _____