Anoka-Hennepin ISD11

COON RAPIDS HIGH SCHOOL

MARKETING AND MANAGEMENT INTERNSHIP TRAINING AGREEMENT

Student Intern: Internship Site:

Internship Supervisor: Street:

MN

Career Objective: ­City

Average Working Hours Per Week: Zip: Phone: Beginning Wage Per Hour: Supervisor’s Email:

**EMPLOYER AND TRAINING SPONSOR RESPONSIBILITIES:** The employer will recognize that a training plan is being followed and that close supervision of the student-trainee will be needed. The employer will appoint a training sponsor to act as a principal supervisor for the trainee, to participate in periodic student-trainee evaluation, and consult with the coordinator on any major problems that arise concerning the performance of the student. The employer will pay wages in accordance with state and federal law.

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Employer Signature Date

**STUDENT RESPONSIBILITIES:** The student is responsible to know and follow all internship program guidelines and employer policies and procedures. Failure to do so may make the student subject to dismissal from the program and/or job.

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Student Signature Date

**Program Coordinator:** The coordinator will work with the student and supervisor to develop and implement a training plan, conduct periodic evaluations, and consult with both parties concerning job related problems, and communicate program guidelines.

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Coordinator Signature Date

**PARENT/GUARDIAN:** The parent/guardian will assist the student in following the program guidelines and employer policies and procedures.

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Parent/Guardian Signature Date

Anoka-Hennepin ISD11

COON RAPIDS HIGH SCHOOL

MARKETING AND MANAGEMENT INTERNSHIP WORK BASED LEARNING PLAN

FOR: EMPLOYED WITH:

Supervisor:

**General Compentencies:**

1. **Acquires knowledge of job and company policies and procedures.**
2. Understands the mission/purpose of the company and its organizational structure.
3. Demonstrates knowledge of job tasks.
4. Follows employee policies and operating procedures.
   1. Arrives on time.
   2. Adheres to work schedule and attendance policy.
   3. Dresses and grooms properly.
   4. Handles material/information confidentially.
5. **Become proficient in general safety procedures.**
6. Demonstrates appropriate safety precautions when performing all tasks.
7. Check work area and corrects safety hazards.
8. Maintains a clean and organized work area.
9. Follows prescribed OSHA standards.
10. **Applies basic skills in the workplace**
11. Reads, understands and applies written materials.
12. Demonstrates effective listening, speaking, and writing skills for communicating with employer, coworkers, and clients.
13. Become proficient in related math skills.
14. Uses and applies technology.
15. **Employs essential thinking skills to work situations.**
16. Applies appropriate decision-making steps.
17. Incorporates effective problem-solving methods
18. Exercises good judgement.
19. Adapts to change.
20. **Demonstrates positive personal qualities.**
21. Exhibits self-management skills (dependability, initiative, creativity, responsibility).
22. Possesses skills to work as a team member.
23. Maintains a positive attitude.
24. Uses resources (time, energy, people, money) effectively.
25. Adheres to ethical practices

**Specific Job Competencies:**

Acquires specific job competencies related to the internship experience. An ongoing plan will be

developed by the employer, student, and internship coordinator.

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Training Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher/Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**