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Student Last Name	First	Birthdate	Student ID	Graduation Year
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Thousand Oaks High School

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School	Major
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Student Street Address	City	State	Zip Code
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Name of Business/Internship Location	Telephone
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Street Address	City	State	Zip Code
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Internship Supervisor Name	Title	Email
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-- Are you interested in hosting interns again? --

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Date Started -- Expected End Date

**WORK / INTERNSHIP AGREEMENT**

(Completed form must be kept with Career Education Office personnel records for government audits.)

The Career Education Work / Internship Site (CEWIS) will:

1. Adhere to all Federal and State regulations regarding nondiscriminatory practices regarding sex, race, age, handicap, and other applicable regulations.
2. Understand that Conejo Valley Unified School District will cover the CE work experience education student for worker's compensation.
3. Maintain compliance with CE work experience education requirements.
4. Assist the CE work experience education student in fulfilling the learning objective contract.
5. Consult teacher about any difficulties with internship relating to student attendance, behavior, or dress code.
6. Understand pupil is not entitled to California Unemployment or Disability Insurance or compensation of any kind.
7. Assist in the evaluation of the student and provide time for consultation with the teacher.
8. Understand that the student is not to replace a regular paid employee.
9. Allow the student to observe and explore the career field of \_\_\_\_\_

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Signature of Work / Internship Supervisor	Date
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The CE Coordinator will:

1. Supervise the student as required and confer with the CEWIS in preparing a grade for the purpose of evaluating the performance and to offer guidance to the student.
2. Provide the necessary related instruction.
3. Maintain accurate and complete records on the student.
4. Assist the student in preparation of all necessary forms including the Enrollment Contract and Learning Plan.

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Signature of CE Coordinator	Date
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The Pupil will:

Maintain good records at school in other subjects, in citizenship and in attendance.

1. Arrange a schedule to allow ample time for study and rest.
2. Inform the teacher before quitting.
3. Notify the CEWIS if illness or emergency prevents attendance.
4. Not go to CEWIS on any day absent from school.
5. Understand that he/she is not entitled to California Unemployment or Disability Insurance or Compensation of any kind.
6. **Satisfactorily complete the Internship in a timely manner with regular attendance.**
7. Submit all paperwork at completion of internship.
8. Meet all Learning Plan objectives in the Contract.
9. Attend any Internship Orientation and Evaluation meeting/s as required.

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Signature of Student	Date
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The Parent / Guardian will:

1. Approve enrollment of the student in the CEWIS Internship.
2. **Encourage student to satisfactorily complete the Internship in a timely manner with regular attendance and submit all paperwork to Career Education office.**
3. Assist the pupil in complying with his / her responsibilities
4. Relieve the Conejo Valley Unified School District, and employees thereof of any liability in connection with the Career Education Work/Internship.
5. Assume full responsibility for the pupil's actions in transit between the school, the CEWIS and / or home.

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Signature of Parent/Guardian	Date
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Jane Carlson, Career Education Coordinator,  
Thousand Oaks High School jcarlson@conejousof.org  
Tele: (805) 495-7491 x1033 Fax: (805)496-4891

**RETURN THIS FORM TO THE CAREER EDUCATION OFFICE AT START OF INTERNSHIP.**