

# Central Pennsylvania Institute of Science and Technology

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## TRAINING AGREEMENT FOR INTERNSHIP PLACEMENT

Name: _____	SS#: _____	Age: _____	D.O.B.: _____
Street: _____	City: _____	State: _____	Zip: _____
Work Permit#: _____	School: _____	CPI Program: _____	
Training Agency: _____		Training Supervisor: _____	
Street: _____	City: _____	State: _____	Zip: _____
Start Date: _____	End Date: _____	From: _____	To: _____

### Guidelines for Internships:

1. No student will be permitted in the Internship Program who has failed to maintain a satisfactory discipline record over the previous school year. The instructor recommends the student. Suspension from class for any school rule infraction would be a reason to withhold student's internship privilege or removal from the program.
2. The experience will occur only during days and hours that school is in session.
3. Students are expected to follow all safety precautions at the training site.
4. Each student is expected to be in attendance at the training site the hours assigned. Early dismissals from the site are not permitted. The student must call the school and the training site on any day when it is impossible to attend.
5. The following criteria must be met to be certain that the student is not considered an employee within the meaning of the Fair Labor Standards Act and the Pennsylvania Minimum Wage Act:
  - a. The training must be similar to that which would be given at CPI.
  - b. The training site is for the benefit of the intern.
  - c. The interns do not displace regular employees, but observe and participate in occupational activities under close supervision.
  - d. The interns understand that they are not entitled to a job at the conclusion of the program.
  - e. No wages will be paid for the time spent in observing and participating.
  - f. The training agency derives no immediate advantage from the activities of the intern.

### STUDENT INTERN RESPONSIBILITIES:

1. The intern will adhere to training site policy; the intern may be released for the same reason as those for regular employees.
2. The intern must be in regular attendance during the internship.
3. The intern and parent/guardian agree to be responsible for transportation.
4. The intern agrees to carry school insurance or have comparable coverage.
5. The intern and parent/guardian agree that treatment of illness or injury at the site will not be given without signed permission of the parent/guardian, except under emergency conditions.
6. The intern understands that no wage will be paid for the time spent at the site.
7. The intern agrees to complete all missed work from academic courses.
8. The intern agrees to complete all assignments as directed by the Cooperative Education Coordinator or CPI Instructor.

### SCHOOL RESPONSIBILITIES:

1. The program is under the direct supervision of the Cooperative Education Coordinator.
2. The student intern will receive related instruction and safety instruction from the CPI Instructor.
3. The Cooperative Education Coordinator will visit the training site and supervisor.

**We undersigned agree to the conditions and statements contained in this agreement.**

Student: _____	Date: _____
Parent/Guardian: _____	Date: _____
Training Agency: _____	Date: _____
Co-op Coordinator: _____	Date: _____

