



2025 Student Internship Program Student Contract and Acknowledgement

Students are officially admitted to the Student Internship Program once they complete an interview with the host company and turn in a signed host/mentor contract that includes work dates. Each participant must agree to the following:

- Arrange a suitable work schedule with your mentor. Be on time. Check in with your mentor every morning and check out every afternoon. Stay after the allotted work time only with the mentor's permission.
- Be accessible. If no one can find you, you may not be learning anything! Offer assistance and ask people if you can help.
- Do only the work assigned to you or ask for extra work. Personal business, including personal use of phones, should take place outside of work hours. Interns are not to waste or take advantage of the company's assets.
- Show integrity and ethical behavior in all aspects of the working environment.
- Keep confidential records confidential. Be truthful, even if you make a mistake. Remember the internship is meant to be a learning experience; no one expects you to be perfect.
- Be courteous and respectful to everyone, including fellow interns.
- Behave in a professional manner at all times.
- Dress appropriately for the position. Inquire with your mentor about proper dress.
- Follow the guidelines set by the mentor and the internship site.
- Pay attention and ask questions to learn the most you can!
- Notify Ashley Ouellette, EFTA Program Director, with any placement problems before or during the internship, or if you have to miss more than one day of work during the expected work period.
- Complete all requirements of the program including submitting required paperwork and homework on time.
- Plan to attend the Student Internship Program Reception on June 24, 2025 at 8:00 am. Parents/Guardians are welcome to attend, but will need to purchase their own tickets through the EFTA website.

I agree to abide by the guidelines of the 2025 Student Internship Program:

Student Name (Print) _____

Student Signature _____

Date _____



2025 Student Internship Program Parental Acknowledgement and Release

I understand that my minor child or ward identified below (Student) will be participating in an unpaid internship with a third party and not the Education for Tomorrow Alliance (EFTA) or my Student's school district/school and that the school district/school and EFTA will not provide transportation to students participating in the EFTA Student Internship Program. I understand that, as a condition of participation in this activity, my Student must have his/her own means of transportation to and from the internship site(s).

I understand that my Student's school district/school and EFTA will not assume any responsibility in case of accident, injury, or loss associated with the Student's participation in the Student Internship Program.

I HEREBY RELEASE MY STUDENT'S SCHOOL DISTRICT/SCHOOL AND EFTA, ITS TRUSTEES, OFFICERS, EMPLOYEES, AND AGENTS (COLLECTIVELY, THE RELEASED PARTIES) FROM ANY AND ALL LIABILITY AND ANY RESPONSIBILITY IN CONNECTION WITH THE STUDENT INTERSHIP PROGRAM, INCLUDING FROM THE CONSEQUENCES OF THE ACTS OR OMISSIONS OF THE RELEASED PARTIES, INCLUDING ACTS OF NEGLIGENCE OR ALLEGED NEGLIGENCE, AND INCLUDING WHERE THE SAME ARE THE CONTRIBUTING CAUSE OF THE CLAIM.

I AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASED PARTIES FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS OR CAUSES OF ACTION OF ANY KIND OR NATURE HEREAFTER MADE BY OR ASSERTED ON BEHALF OF THE STUDENT OR ASSERTED BY OR ON BEHALF OF ANY OTHER PERSON WHERE SUCH CLAIMS ARISE OUT OF OR RELATE TO THE STUDENT INTERNSHIP PROGRAM.

I agree that my Student can and will abide by the guidelines of the 2025 Student Internship Program and understand and agree to the guidelines provided in the Student Contract and Acknowledgement.

By signing below, I certify that (1) I have read the Parental Acknowledgement and Release and understand all its terms; (2) I am 18 years of age or older; (3) I am the legal guardian of the Student; (4) I consent and agree to all of the foregoing on behalf of myself and the Student; and (5) I have executed the Parental Acknowledgement and Release voluntarily with full knowledge of its significance.

Student Name (Print) _____

Parent Name (Print) _____

Parent Signature _____

Date _____