

**Barrington High School  
Internship Program  
Mentor/Site Agreement Form**

**Company:** \_\_\_\_\_

This company agrees to supervise \_\_\_\_\_ student(s) in the Internship Program for a total of \_\_\_\_\_ hours per week during the \_\_\_\_\_ semester. Students will be given practical

hands-on occupational and education exploration. The intent of this program is to afford the student the opportunity to become acquainted with the various aspects of a given company and orientation to the numerous careers, products, and services this company offers.

The hands-on experience is not designed to result in a profit for this company.

**Company Agrees to:**

- Work with the student as if he/she were an employee of the company.
- Provide a quarterly evaluation of the intern's job performance
- Provide full-time adult supervision for the student and insure compliance with Labor Laws.
- Notify the student's coordinator or counselor immediately in the event of an accident involving the student.
- Provide a letter of recommendation for the student at the conclusion of the program which they may use for their future aspirations.
- Certify that the student will not replace any employee currently on layoff status.

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

*"Barrington Public Schools does not discriminate on the basis of race, color, national origin, disability, gender, age, religion or sexual orientation in admission to, access to, treatment in or employment in its services, programs and activities"*