



**Youth Experiential Learning Program (YELP)  
Internship Agreement**

Student's Name:		
Gender: Male    Female	Academic Year: Junior    Senior    Specify if other:	
Address:		
City:	State:	Zip Code:
Phone: (    )	Email Address:	
Student's School:		
Mentor's Name:	Organization:	
Address:		
City:	State:	Zip Code:
Phone: (    )	Email Address:	
Approximate # of Hours:	Start Date:	End Date:

**STUDENT:**

- ◆ Agrees to act in a responsible and respectful manner while representing the YELP at the internship site
- ◆ Agrees to abide by all rules and regulations that govern the site in which he/she has been placed
- ◆ Agrees to participate in orientation and read and abide by the YELP guidelines and limitations
- ◆ Agrees to devote \_\_\_\_\_ hours per week for a total of \_\_\_\_\_ hours effective from \_\_\_\_\_ to \_\_\_\_\_ in order to fulfill the internship objectives described below
- ◆ Agrees to complete the forms, evaluations and other paperwork required by the administrating school, the mentor, or Triskeles' YELP
- ◆ Understands his/her role as an intern in working with the mentor
- ◆ Understands and acknowledges the program commitments and enters into this program/experience fully informed and aware of what is expected of him/her
- ◆ Will communicate any questions, concerns, or changes to YELP staff as soon as they occur ~ PLEASE! All changes or early termination to an internship, once begun, should involve YELP and school staff, unless the student's safety is at risk

<b>AREAS OF INTEREST:</b> What do you hope to learn from this internship about the organization, about its values, about this field of work, about yourself, and about your community?:



<p><b>INTERNSHIP OBJECTIVES:</b> Identify and describe the nature of the activities in which you hope to be engaged:</p>

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT(S)/GUARDIAN(S) AGREE TO:**

- ◆ Work out transportation arrangements with the student
- ◆ Read all forms relating to the internship
- ◆ Be aware of the nature and location of the internship
- ◆ Understand the commitment and what is being asked of the student by participating as an intern in the YELP and support this participation
- ◆ Communicate any questions/concerns before, during and after the experience to the student and YELP staff as soon as possible
- ◆ Communicate all limitations, health/medical conditions, and other important issues to YELP staff related to the student (Medical Release/Informed Consent and Release Forms must be signed)
- ◆ Release and hold harmless YELP staff and the Triskeles Foundation from any liability for damages resulting from the internship. It is understood that YELP staff makes every effort to screen organizations and individuals working with students, but the final responsibility is that of the parent(s)/guardian(s)
- ◆ Except when the safety of the student might be at risk, parent(s)/guardian(s) will communicate any proposed changes or early termination to an internship once it has begun to YELP staff and school staff (if applicable) and try to reach a consensual decision regarding any change

I have read the above and other YELP literature and give my permission for \_\_\_\_\_ to fully participate in this internship program.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**YELP AGREES TO:**

- ◆ Approve the written Internship Agreement for the student to take to the internship site
- ◆ Orient students to the purposes and importance of commitment and respect to the internship site and this experience
- ◆ Encourage a solid internship experience by providing opportunities for students to reflect on their internship
- ◆ Notify the student, student's parent(s)/guardian(s), and/or the mentor of any concerns or changes
- ◆ Check with intern and mentor within the first 2-3 days of internship and support the intern in all ways feasible

Program Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Triskeles Foundation's Youth Experiential Learning Program respects individuals' right to privacy and uses this information only for our program purposes.*