

**ASE STUDENT INTERNSHIP AGREEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: |  |  |  |
|  | (Last) | (First) | (Middle Initial) |
| Sponsoring Employer:  |  |
| Employer Address: |  |  |  |  |
|  | (Street) | (City) | (State) | (Zip) |
| School Name: |  |

**STUDENT responsibilities include:**

* Abide by the rules, regulations and policies of (school name).
* Abide by the employer’s rules, policies and guidelines regarding work practices and safety.
* Be on time, dress suitably and conduct oneself in a manner appropriate to the workplace environment.
* Communicate with the workplace mentor and/or school coordinator regarding work-related problems.
* Complete required school assignments, such as contained in the *Student Work Journal*.
* Course work authorized by, or provided by, the employer (if applicable).
* Other:

**SCHOOL responsibilities include:**

* Provide and deliver NATEF - accredited coursework leading to a career in automotive service technology.
* Work with the employer to appropriately integrate the student into the work environment.
* Provide specific preparatory training to participating students and mentors.
* Mediate disputes between the student and the employer and/or mentor.
* Monitor student performance in the workplace on a periodic basis.
* Verify student completion of school assignments.
* Monitor and maintain records of student progress.
* Other:

**EMPLOYER/MENTOR responsibilities include:**

* Provide an adequate wage for the hours worked.
* Provide a safe and supportive work environment.
* Support the assigned mentor in taking part in training activities.
* Work with the school to review student progress.
* Evaluate student performance.
* Counsel the student on a continuing basis.
* Other:

**PARENT/GUARDIAN responsibilities include:**

* Ensure transportation to the work site.
* Assume responsibility for the student during travel to and from the work site.
* Provide guidance to the student regarding personal conduct and career planning.
* Other:

I have read and acknowledge the above responsibilities.

Student Signature Date

Instructor Signature Date

Employer Signature Date

Parent/Guardian Signature Date