

## CSISD VET SCIENCE INTERNSHIP RULES &amp; RESPONSIBILITIES

\_\_\_\_\_ (student) is participating in a course at A&M Consolidated High School in a course with a non-paid internship component. Student has been assigned to \_\_\_\_\_ (mentor) at \_\_\_\_\_ (company).

The primary purpose of the internship is to provide the College Station Independent School District (CSISD) student at A&M Consolidated HS with the opportunity to participate in a NON-PAID internship. Students will work under the supervision of a mentor involved in a particular career area. Students and parents are expected to follow and support the rules and expectations of the internship. By signing this document, the student and parents acknowledge their understanding of the requirements. Students agree to meet all demands associated with participation in the course.

Expectations of Student at the Internship Site:

- Intern for a minimum of \_\_\_\_ hours per week at no cost to the internship site (non-paid). Specific hours will be determined individually. Attendance at the internship and properly signing in are both mandatory.
- Follow the policies and procedures of the internship site and the CSISD Discipline Management Plan & Student Code of Conduct. Student and Parents are responsible for the student's actions and accept full responsibility for those actions.
- Know, understand, and strictly adhere to company policies and procedures, including safety and privacy requirements. Honor the company's confidentiality code regarding patient/customer/client rights to privacy. No identifiable records, copies of records or any other confidential material will be removed from the internship site.
- Participate in projects and other activities as assigned by the mentor or the mentor's representative and the instructor. Demonstrate exemplary attendance for the class schedule. Perform all requirements necessary for completion of the classroom portion of the course. Grades for the course will be earned based on all assigned activities, class work, quality of participation, and punctuality at the internship site.
- The student may not resign from the internship without approval of the Teacher/Coordinator.
- The student must wear a specific uniform (described on the reverse side of this document) and meet professional behavior and grooming standards. Follow guidelines set by the instructor when an internship site requires no specific uniform. An internship is a professional environment; see Professional Dress Requirements on Page 2.
- NOT ALLOWED at any internship: Street clothes under or over a uniform, shorts, sandals, halter tops, sleeveless shirts, overly casual attire, jewelry, gauge style piercings, visible body piercings (other than earrings-2 per ear maximum) or visible tattoos.

It is the policy of CSISD not to discriminate on the basis of sex, disability, race, religion, color, gender, age, or national origin in educational programs and/or activities including career and technology programs, nor in its employment practices.

- Cell phones may not be visible or audible at any internship.
- Internship sites do not hire or retain interns during the current school year for those students who do not complete the course.

Transportation:

- Student must hold a valid Texas Learner's Permit or Texas Driver's License or have transportation arrangement set before the end of the first 2 weeks.
- Student will travel in his or her own vehicle (or the parent's vehicle) or an approved driver's vehicle to and from A&M Consolidated HS and the internship site on the scheduled dates of the internship. Student and parent will execute a CSISD Permission for Student/Parent Provided Transportation form and will in no way hold the mentor, the internship site, CSISD or its personnel responsible during the time the student is participating in the internship, including travel to and from the internship site.
- For liability reasons, students should not travel in a vehicle with mentor without specific written parental permission.

Absences:

- Student must adhere to the training schedule planned by the Teacher/Coordinator and the mentor.
- Illness or a CSISD school-sponsored activity is the only reason for an excused absence from the internship site.
- If the student is ill and misses school, the student cannot train at the internship site that day. Student must follow the normal absence procedure for both the campus and internship site. In addition, the student must contact the Teacher/Coordinator before 9:00 AM on the day of the absence (or earlier) electronically or at 979-777-9965. The student (not the parent) must also call the mentor by 9:00 AM on the day of the absence. If the student gets an answering machine at the internship site, he/she is to leave a message and follow-up with a phone call later in the morning. The student must talk to a "live" person.
- Pre-planned absences must be communicated to the Teacher/Coordinator via written request, then to the mentor, at least two days in advance of the absence. Failure to provide written notification two days in advance will result in a grade deduction. ABSENCE from the internship site will affect CSISD EXAM EXEMPTIONS, grades, and attendance.

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Specific Professional Dress Requirements by Course:

The student must wear a specific uniform and meet professional behavior and grooming standards. Follow guidelines set by the instructor when an internship site requires no specific uniform. NOT ALLOWED at any internship: Street clothes under or over a uniform, shorts, sandals, halter tops, sleeveless shirts, overly casual attire, jewelry, gauge style piercings, visible body piercings (other than earrings-2 per ear maximum) or visible tattoos.

- Scrubs
- Non-slip, closed toe shoes
- Hair must be neat and tied back
- No jewelry

## Acknowledgement of Risk:

We, the student and parents/guardians, certify that we have read, understand and will abide by all rules and regulations of the course. We further certify we understand there are inherent risks associated with particular internships, (such as animal handling in Vet Med, etc.), and release all parties including, but not limited to, the internship site, mentor, teachers, administrators, volunteers, speakers, CTE and College Station ISD from all claims of injuries and will not seek any type of legal action (criminal/civil) should an injury occur. Failure to follow the rules and expectations as outlined in this document on both Page 1 and Page 2 will impact the student's evaluation and possibly result in removal from the course. Attendance and cooperation are extremely important to the success of any career. By signing below, we understand and will follow the rules and expectations of the CEC career course the student is participating in.

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Student (PRINTED NAME) Student Signature Date

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Parent (PRINTED NAME) Parent Signature Date

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