

Manitou Springs School District is committed to connecting students to real-world opportunities that support their talents, interests, and aptitudes in partnership with local business and industry organizations. One means in which this connection occurs is through the facilitation of internships which are designed to strengthen a student’s job skills by integrating education with closely related practical work experiences. Manitou Springs School District awards pass/fail credit for students who have received pre-approval from the site-based Work-Based Learning Liaison and who are determined to have fulfilled the duties of the Internship Organization within the designated time frame.

## This agreement establishes a basis for mutual understanding between the following parties for the corresponding term.

| **Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  **DOB:**\_\_/\_\_/\_\_  |
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| **Site-based Work-Based Learning Liaison:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  **Term:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Year:**\_\_\_\_ |
| **Duration of Internship:** □ 120 hours (1.0 credit) per semester  |  |
| **Compensation:**  □ Unpaid □ Paid □ Completion Scholarship | Rate (if applicable): $\_\_\_\_\_\_\_ |

| **Internship Organization (IO):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **IO Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **IO Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **IO Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| MANITOUSPRINGS  | **SPONSORSHIP** | Appoint a site-based Work-Based Learning Liaison to serve as intermediary between Manitou Springs School District, the Internship Organization and the student.  |
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| **STUDENT PLACEMENT**  | Verify that all elements of the Internship Placement processes are complete. |
| **ACADEMIC PROGRESS** | Work with the Student Intern and the Internship Site Supervisor to monitor the Student Intern’s academic progress.  |
| **PROCESSES** | Facilitate all MSSD processes related to the Internship Experience, including initial agreements, evaluation processes and remediation efforts as deemed necessary. |
| **DEVELOPMENT**  | Maintain regular communication with the Internship Site Supervisor to review the quality of the internship and the Student Intern’s development in the Internship Program, suggest necessary changes in approach, and follow-up on recommendations.  |
| **INSURANCE COVERAGE\*** | Provide School and Employee Liability coverage for Student Intern and supply a Statement of Insurance as proof of coverage.  |

\* School and Employee Liability is only covered by Lewis-Palmer School District for **unpaid** internships. Internship Organizations that host opportunities in which students receive compensation must provide Workers Compensation for the students.

|  | **SUPERVISION** | Designate an Internship Site Supervisor who is responsible for orienting the student intern to the company’s structure, operation, policies and procedures regarding appropriate dress, office hours and applicable leave policies. |
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| **OVERSIGHT** | Monitor Student Intern attendance, performance and conduct and notify the site-based Work-Based Learning Liaison for any other situation requiring attention. |
| **EVALUATION** | Participate in mid and post Internship evaluation processes as facilitated by Manitou Springs School District.  |
| **FEEDBACK** | Engage in regular feedback sessions in which students have opportunities to expand their learning, recover from mistakes, clarify misunderstandings and ask questions. |
| **WORK ENVIRONMENT** | Provide a safe working environment with adequate supervision/guidance and the necessary tools and equipment to perform the job duties.  |
| **STUDENT PRIVACY** | Protect student privacy. |
| **LEGAL COMPLIANCE** | Comply with all applicable state and federal laws, rules, regulations and executive orders governing equal opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act and affirmative action. Observe state and federal labor laws related to minors in the workplace.  |
| **LIABILITY INSURANCE** | Carry appropriate insurance, including policies mandated by federal, state, and local law. These include, but are not necessarily limited to general liability, professional liability, and worker’s compensation insurance. |
| **LIABILITY**  | Accept responsibility for all claims, actions, damages, liability, and expense that may arise in sponsoring a Student Intern at the Internship Organization’s site, including those that arise due to the Internship Organization’s negligence or its violation of any applicable legal requirement. MSSD assumes no responsibility for any claim, action, damage, liability, or expense arising from a Student Intern’s placement at an Internship Organization’s site, including those that arise due to the Internship Organization’s negligence or its violation of any applicable legal requirement.  |
| **PERSONNEL** | Shall not knowingly employ individuals with a criminal record, felony backgrounds or registered sex offenders at the site where the Student Intern is placed. |

|  | **DURATION** | Participate for the duration of the internship given the schedule as determined by the Internship Organization (which will not include days when school is not in session - i.e teacher work days & breaks). |
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| **TRANSPORTATION** | Arrange own transportation to and from the Internship Organization’s site and abide by all Colorado State Laws (including appropriate auto insurance coverage). Arrive/depart promptly and directly to/from the Internship Organization site as scheduled. No loitering.  |
| **SCHEDULE** | Adhere to all expectations of high school courses - including attendance, punctuality, assignment/assessment expectations.  |
| **LPSD EXPECTATIONS** | Apply Manitou Springs School District and industry partner expectations as outlined, and remain in communication with Mrs. Johnson regarding questions or concerns that arise.  |
| **INTERNSHIP ORGANIZATION EXPECTATIONS** | Fulfill all job responsibilities as communicated by the Internship Organization in a manner that conforms with accepted codes of behavior. Comply with all policies and procedures of the Internship Organization as presented by the Internship Organization Representative. |
| **WORK HABITS** | Demonstrate good attendance, accuracy, orderliness, promptness, maturity, appropriate dress, proper business etiquette, and professionalism.  |

|  | **MEDIA** | Authorize Manitou Springs School District and/or Internship Organization to interview, photograph, and/or film students for news publications, television or radio broadcasts, district/school websites or for educational information and training or various publications and brochures to promote programs. |
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| **RELEASE** | Waive, release and discharge any and all claims or damages for property, personal injury, or death, which may occur as a result of my participation in this Internship Experience. This release is intended to discharge, in advance, the Internship Organization and Manitou Springs School District of negligence or carelessness on the part of the student. It is understood that this activity involves an element of risk and danger of accidents, and knowing those risks, I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is binding. I agree to indemnify and to hold the Internship Organization and/or Manitou Springs School District free and harmless from any loss, liability, damage, cost or expense, which they may incur as the result of my student’s placement in the Internship.  |
| **DISCLOSURE** | Disclose any pertinent health information that may impact student ability to perform the essential duties of the Internship opportunity and accurately complete all medical history during onboarding as needed. |
| **CONSENT** | Give permission for the student to be treated by a health care provider, first aid response, health supervisor and/or hospital in case of an emergency.  |

**Resources:**

[Colorado Youth Employment Law Fact Sheet](https://www.colorado.gov/pacific/sites/default/files/Youth%20Law%20Fact%20Sheet%20August%202016.pdf)

[Department of Labor Wage and Hour Division Youth Rules for Employers](https://www.dol.gov/agencies/whd/youthrules/employers)

[Internship Programs Under The Fair Labor Standards Act](https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/whdfs71.pdf)

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By signing below, you acknowledge that:

* You have reviewed and agree to the obligations of your role(s) in this Internship Opportunity as listed above.
* You are in agreement with and will comply with all of the statements associated with your role(s).
* You understand that this Internship Opportunity is considered at-will and can be terminated at any time by either party. Premature termination may result in a loss of academic credit and a WF (Withdrawal/Fail) as a posted grade and/or impact eligibility for future work-based learning opportunities.

**ACKNOWLEDGEMENTS & AGREEMENTS:**

|  | ***I acknowledge that I have read and understand this MSSD Internship Contract:*** |
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| Student: | Print: | Signature: | Date: |
| Parent/Guardian: | Print: | Signature: | Date: |
| Site-based WBL Liaison | Print: | Signature: | Date: |
| IO Rep: | Print: | Signature: | Date: |

**If you have questions please contact Kolleen Johnson, Director of Student Success kjohnson@mssd14.org**

**Manitou Springs School District #14 is committed to a policy of non-discrimination in relation to race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age and/or disability in its programs and activities. Any harassment/discrimination of students and/or staff, based on the aforementioned protected areas, will not be tolerated and must be brought to the immediate attention of the school principal, administrator/supervisor or the Manitou Springs non-discrimination compliance/grievance coordinator.**