



EBAYC Stipend Internship Agreement 2012 – 2013

Academic Requirements

1. Maintain a 2.5 G.P.A. or better at every Marking Period and Semester report card.
2. The intern will be placed on Academic Probation if he/she has less than a 2.5 or receives a D or F in a core class in which case an action plan will be developed between the intern and Internship Coordinator(s) that includes an agreement to:
 - a. Attend a pre-approved tutoring program
 - b. Provide proof of attendance and performance in tutoring program
 - c. Obtain progress reports from all the classes in which the intern is struggling in.
3. Attend at least 90% of all scheduled classes. Verified and excused absences are exempt. Interns are responsible for informing the Coordinator(s) of any free periods.
4. Report all suspensions, referrals, detentions and/or disciplinary actions to the Coordinator(s). Disciplinary actions will be dealt with on a case-by-case basis and may include suspension from internship, mandatory community service, behavioral action plan, or dismissal from the internship program.

Professional Requirements

1. Meet standards of professional behavior, performance, and attendance. Multiple or severe violations will result in written warnings, conferences with the intern, and possible dismissal from program.
2. Contribute actively in group discussions and respect community agreements.
3. If you are going to miss session due to a scheduling conflict, you must let your Coordinator(s) know at least two (2) days in advance.
4. If you are going to miss work due to illness, let your Coordinator(s) know by 9:00 AM that day. If you miss school, then you cannot go to work that day.

Curriculum Requirements

1. Attend and participate in internship sessions at Oakland High's Wellness Center beginning in October and ending in January 2013 OR June 2013. If a session is missed, the student must write a one-page, double-spaced paper on the topic of the session by the following Monday.

2. Attend 75% of all college and/or career field trips throughout the school year.
3. Plan and deliver a project(s) based on focus of internship.
4. Complete given assignment(s)/ project(s) in a timely manner.
5. Dedicate at least one full day to participate in a community service event per semester (determined at the discretion of the coordinator(s)).
6. Interns who sit on the EBAYC Board of Directors are expected to attend every Saturday meeting. This schedule will be provided at the first Board of Directors meeting. If you have a scheduling conflict, you must inform the Internship Coordinator(s) at least two (2) days in advance.

If any of the requirements mentioned above are not met, your internship can be deemed incomplete, which may result in loss of stipend portion or dismissal from the internship program.

Print Intern's Name

Intern's Signature

Date