

# DELONE CATHOLIC HIGH SCHOOL

## EXTERNSHIP PROGRAM CONTRACT

This contract must be signed by both a parent and the student and returned to the Guidance Center for approval.

The externship program will give student an opportunity to spend time with a mentor in a career field that the student is interested in pursuing. This opportunity, through observation and interaction, should allow the student to see what it takes to be successful in that line of work. To ensure that the student and mentor gain the most out of this experience, each student must agree to the following:

1. All school rules apply during the externship. If you have an appointment during your scheduled externship time, you must notify your mentor.
2. You should be dressed appropriately for the environment you will be in. Consult your mentor for what attire is acceptable.
3. You must maintain good attendance at school and at your externship site.
4. If you are absent from school on a day you are scheduled to extern, you may not report to your externship site. Please notify your mentor of your absence.
5. You will be representing Delone Catholic while at your externship. Therefore, you should conduct yourself to the highest possible standards.
6. If you should be suspended from school, you may not report to your externship.
7. You may not quit or change your externship without first consulting with your guidance counselor. Parents/guardians agree to notify the appropriate guidance counselor before speaking to the mentor about any problems.
8. If you engage in any criminal behaviors or break school rules, you may be asked to cease participation in the program.
9. You will follow all safety regulations and procedures while at your externship site.
10. You must notify the school if you are injured while at your externship site.
11. On the days you are scheduled to extern, you are responsible for transportation to and from the site.
12. You are responsible for documenting the days and hours that you spent at your site, including obtaining a weekly signature of your mentor to verify your participation.
13. The externship program is an **unpaid** experience.
14. If you have any questions, please consult your guidance counselor.

Failure to comply with the above requirements could result in termination from the externship program as well as possible sanctions through the school if deemed necessary.

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I give permission for my son/daughter to participate in the Externship Program through Delone Catholic High School. I release the individual, firm, corporation, or other entity with whom my son/daughter is shadowing from any and all liability for any personal injuries and/or property damage sustained or incurred by my son/daughter while engaged in the Externship Program.

Parent/Guardian Signature:	_____	Date	_____
Student Signature:	_____	Date	_____