



## *Career and Technical Education*

### **Internship Program Business Mentor Handbook and Agreement**

**All Students College and Career Ready**

**Agua Fria High School District #216**

1481 N Eliseo Felix Jr. Way

Avondale AZ 85323

623.932.7000

**INTERNSHIP PROGRAM  
BUSINESS MENTOR AGREEMENT BETWEEN:**

Agua Fria High School District #216 Career and Technical Education Program  
AND

Internship Business Facility/Mentor (Name) \_\_\_\_\_

**Introduction**

Agua Fria High School Career and Technical Education (CTE) is a program of studies focusing on the practical application of knowledge utilizing classroom instruction, laboratory instruction, leadership instruction and real world application.

The CTE program of studies include:

- Agriscience
- Baking and Pastry
- Computer Programming
- Construction Technologies
- Culinary Arts
- Digital Photography
- Early Childhood Education
- Engineering
- Film & TV Productions
- Graphic Design
- Law & Public Safety
- Marketing
- Medical Assisting
- Sports Medicine

Agua Fria High School District students may enroll in these programs to participate in a focused curriculum of study accompanied by a complete array of honors courses, core studies, electives, and traditional school activities.

Students secure an Internship Work Experience in the summer of their senior year. Prerequisites of CTE Internship Work Experiences include completion of the sequence of courses in the internship field of study. The Internship course is facilitated by the CTE staff, Agua Fria High School District Administration and supported by the business community. Students work with local businesses each week to observe and integrate classroom skills in a “real world” setting.

The learning experiences of Internship students involve interdisciplinary studies, real-world problem solving, and practical internships. Internship graduates will be prepared for further studies at the college level, preparing an educated workforce that will build a strong foundation for addressing the demands of the knowledge-based economy envisioned for America in the 21<sup>st</sup> Century.

Students receive high school credit for the Internship Work Experience. Grades are based on class attendance, work attendance, written reflections of their experience, business mentor evaluation, and a final portfolio and presentation.

Each high school has a CTE teacher who is designated as the Internship Coordinator. For information for campus specific programs, please contact the following instructors.

Agua Fria High School	Crystal Mowbray	623.932.7300 ext. 1160
Canyon View High School	Kerilyn Brothers	623.932.7600 ext.
Canyon View High School	Dina Chavez	623-932.7600 ext. 5116
Desert Edge High School	Anna Goebel	623.932.7500 ext. 3054
Desert Edge High School	Jennifer Cole	623.932.7500 ext. 3122
Millennium High School	Marc Bjork	623.932.7200 ext. 2223
Millennium High School	Elayne Wheatle	623.932.7200 ext. 2206
Verrado High School	Donna Long	623.932.7400 ext. 4122

## **Roles and Responsibilities**

### **The Student will be expected to:**

- Attend and participate in required internship class lessons at their school prior to beginning a workplace internship experience and throughout the entire year.
- Complete a minimum of 130 workplace internship hours throughout the school year.
- Maintain a high level of attendance and performance at both the school and the work site.
- Notify the Workplace Mentor/Supervisor and Internship Coordinator prior to absences or when the student is going to be more than 5 minutes late.
- Demonstrate that they are consistently meeting or exceeding expectations in all courses.
- Consult Internship Coordinator and Workplace Mentor about any workplace concerns or problems.
- Use transportation approved and/or provided by parent/guardian.
- Dress and groom appropriately for the work site, including all appropriate safety clothing and equipment.
- Demonstrate honesty, punctuality, cooperative and collaborative attitude, proper grooming and dress, electronic etiquette (phones, computers, etc.), and willingness to learn.
- Comply with rules, regulations, and safety standards of the school and work site.
- Maintain confidentiality of workplace information.
- Complete and submit to the Internship Coordinator required assignments, and furnish necessary information, reflections and time sheets.
- Be a positive, mature, and responsible ambassador of AFHSD CTE.

**The Internship Work-Place Mentor/ Supervisor will:**

- Discuss student placement with the CTE Internship Coordinator.
- Complete and sign the Internship Agreement. The Internship Agreement establishes a cooperative relationship between the student, parent/guardian, school, and business mentor/supervisor.
- Work with students to coordinate work and school schedules.
- Sign completed time cards to document student's work hours and provide constructive comments. The intern must submit these cards weekly to the AFHSD CTE Internship Coordinator.
- Provide appropriate orientation, training, and a safe workplace.
- Complete an evaluation monthly during the internship and a final assessment prior to May 4, 2024.
- Review progress with students on a monthly basis, conferring with students to provide feedback on strengths and areas for improvement.
- Provide a challenging internship experience; increasing student intern responsibilities as students demonstrate capacity to assume more responsibility.
- Provide the intern with a broad view of the entire operation, spectrum of job possibilities, and educational requirements.
- Consult Internship Coordinator regarding problems or concerns related to the intern's work experience.
- Complete an evaluation of the internship program and provide suggestions for improvement.

**The AFHSD CTE Internship Coordinator will:**

- Maintain communication with student, parent, mentor/supervisor and community partners once the student has secured an internship placement.
- Serve as coordinator to all parties involved in the internship experience.
- Complete necessary paperwork and monitor student progress in cooperation with the student and work site mentor/supervisor.
- Conduct monthly work site visits and/or work site contacts; verify student knowledge and compliance with workplace safety standards.
- Monitor student workplace internship hours every two weeks.
- Ensure all written work and forms are complete, received and maintained per AFHSD guidelines.
- Issue a grade for successful completion of requirements.

This Agreement is made and entered into between the Agua Fria High School District #216 (hereinafter called the "District") and

\_\_\_\_\_ (hereinafter called the "Facility").  
Name of Business

Whereas the District, operates the CTE Program (hereinafter called the "Program") and provides in cooperation with the Facility, the education of CTE students, and furthermore:

Whereas the Facility is willing to offer an on-site internship opportunity ("Internship") to educate students enrolled in the AFHSD CTE Internship Program. Available AFHSD CTE Programs are as follows: Agriscience, Computer Programming, Construction, Culinary Arts, Digital Photography, Early Childhood Education, Engineering, Film and TV, Graphic Design, Law, Public Safety/Security, Marketing, Medical Assisting, and Sports Medicine.

Now, therefore in consideration of the mutual covenants and conditions hereafter contained, the parties agree as follows:

#### **PERIOD OF AGREEMENT**

The term of this agreement shall be from July 7, 2023, until May 11, 2024 as provided in this Agreement.

#### **GENERAL DUTIES OF THE PROGRAM**

The Program shall: (a) select and evaluate all students for the Internship; (b) provide curriculum and instructional materials relevant to the clinical facility assignment; (c) provide evidence of general liability insurance coverage to Facility prior to any student's placement in the program; and (d) designate a Program/Internship Coordinator to assist in the implementation of this Agreement.

#### **GENERAL DUTIES OF THE FACILITY**

The Facility shall: (a) provide supervision of student's performance while participating in the Internship; (b) provide evidence of general liability insurance for the Facility to Program prior to the student's placement in the Internship; (c) provide such experience and observational opportunities that are of educational value; (d) provide competency based skills that will lead to experiences in laboratories or offices, and/or preparation for skills necessary for post- secondary education; (e) provide supervision and instruction of the students in specific tasks related to the occupations they are learning.

#### **MEDICAL AID**

Medical Aid: The Facility shall contact a designated representative of the Program in the event of any Student injury. The Facility shall provide first-aid treatment, including contacting emergency medical services when necessary, to a student needing such care, but shall not be obligated to furnish any other medical or surgical service to any student. The school nurse under the guidelines of the Agua Fria Union High School District Health Services shall clear students who return from an absence caused by an illness or injury.

#### **CURRICULUM**

The Program/Internship Coordinator shall plan the days and hours of the Internship for all students in cooperation with Facility personnel.

## **DISCONTINUANCE OF STUDENT ASSIGNMENTS**

The Program or Facility may discontinue the assignment of any student at any time whenever it deems such action necessary or appropriate.

## **SUPERVISION OF STUDENTS**

Each student shall be subject to the rules and regulations of the Facility and the Program. Each student will complete any required orientation and pre-internship information requirements and packets that are offered by the Facility. The Facility shall provide each student with orientation and training concerning the Facility's emergency plans, blood borne pathogens, and any other workplace safety policies or procedures. The Facility shall provide each student with any necessary personal protective equipment.

## **TRANSPORTATION OF STUDENTS**

Students are responsible for providing their own transportation to the Facility.

## **INDEMNIFICATION**

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents. Notwithstanding any other provision of this Agreement to the contrary, any agreement by the District to defend, hold harmless or indemnify the other Party shall be limited to, and payable only from, the District's available insurance or self-insurance coverage for liability assumed by contract, if any, available as a part of its general liability insurance program.

## **VOLUNTEER DEPARTMENT ASSOCIATION**

Each student and instructor shall meet the requirements established by the volunteer department regarding physical requirements, tuberculin testing, Facility regulations and recording of hours. It will further be required that students shall meet the same physical requirements as those applied to the Facility's employees in the area where the student(s) is (are) placed. In addition to the previously listed health requirements, the following will also be required: Hepatitis B immunization or documentation to waive immunization, appropriate cardiopulmonary resuscitation certification (CPR) for the health provider, and education in the area of Blood Borne Pathogens. All expenses incurred to meet these requirements will be the sole responsibility of the student.

## **TERMINATION**

Unless otherwise provided herein, this Agreement may be terminated without cause by either party by thirty (30) calendar day's prior written notice to the other party. The District may immediately cancel this Agreement if necessary to comply with A.R.S. § 38-511.

## **NONDISCRIMINATION**

Both parties agree to comply with all applicable provisions of state and federal laws and regulations, including the Americans with Disabilities Act and Executive Order 2009-09, which is incorporated herein by reference, mandating non-discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This compliance includes the Career and Technical Education department of the Agua Fria High School District and its career pathways which includes: Business Marketing and Management, Communications & Information Systems, Environmental &

Agricultural Systems, Health Services, Human Services & Resources, Industrial, Manufacturing & Engineering Systems.

**APPLICABLE LAW AND VENUE**

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona. All disputes shall be resolved by a court of competent jurisdiction in the State of Arizona.

**ENTIRE AGREEMENT**

This Agreement comprises the entire agreement of the parties and supersedes any and all other agreements or understandings, oral and written, whether previous to the execution hereof or contemporaneous herewith. Any amendments or modifications to this Agreement shall be made only in writing and signed by the parties to this Agreement.

**CONFIDENTIALITY OF STUDENT RECORDS**

The Parties will ensure that the dissemination and disposition of educational records complies at all times with the Family Educational Rights and Privacy Act of 1974 and any subsequent amendments thereto.

**NOTICE**

Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (i) delivered to the party at the address set forth below, (ii) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, or (iii) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to Facility:  
Facility Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
City/State/Zip: \_\_\_\_\_  
  
Attn: Name: \_\_\_\_\_  
Title: \_\_\_\_\_

If to District:  
Agua Fria High School District No. 216  
1481 N. Eliseo Felix Jr. Way  
Avondale, AZ 85323  
  
Attn: Mr. Phillip Nowlin  
Deputy Superintendent of Academic  
Services

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this Section. Notices shall be deemed received (i) when delivered to the party, (ii) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, or (iii) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day.

**COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

**SAVINGS CLAUSE**

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

**E-VERIFY**

As required by A.R.S. §41-4401 (Government procurement; E-verify requirement; definitions), each Party warrants that it complies with all Federal immigration laws and regulations, that it shall verify, through the U.S. Department of Homeland Security's E-Verify program, the employment eligibility of each employee who provides services or labor in Arizona for wages or other remuneration, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the other Party. Each Party acknowledges that a breach of this warranty by the Party or by any subcontractor or sub-subcontractor under this Agreement shall be deemed a material breach of this Agreement, and is grounds for penalties, including termination of this Agreement, by the non-breaching Party. Each Party retains the legal right to inspect the papers of any Party, subcontractor and sub-subcontractor employee who performs work under this Agreement, and to conduct random verification of the employment records of the Party and each subcontractor and sub-subcontractor who works on this Agreement, to ensure that the Party and each subcontractor and sub-subcontractor is complying with the warranties set forth above. Each Party shall defend, indemnify and hold harmless the other Party, its Governing Board members, officers, employees and agents from and against any and all claims and demands of any nature, including fines, penalties and expenses of litigation, for which the Party is found, or is alleged to be, liable arising out of the breach of any warranties of the breaching Party or any subcontractor or sub-contractor as specified in this paragraph.

**AUTHORITY**

The individuals signing below on behalf of the parties hereby represent and warrant that they are duly authorized to execute and deliver this Agreement on behalf of each respective party and that this Agreement is binding upon the parties in accordance with its terms.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
By:

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
By:

\_\_\_\_\_  
(Print Name of Facility Representative)

\_\_\_\_\_  
Mr. Phillip Nowlin  
Deputy Superintendent of Academics

\_\_\_\_\_  
(Print Title of Facility Representative)

\_\_\_\_\_  
Nate Showman  
CTE Director

\_\_\_\_\_  
(Sign Name of Facility Representative)