

Program Coordinator Agreement

Coordinators will conduct the program professionally and will maintain communication within the school district and with the sponsoring organizations. Coordinators agree to fulfill the following program responsibilities:

- **Recruitment:** Recruit and screen qualified students and orient new students to the program's purpose and goals. Recruit new sponsors so as to develop placements within businesses, and maintain contact with prior sponsors for continued interest in the program.
- **Goals:** Coordinate, plan, direct and monitor the internship experience to assure that the student achieves the program's goals.
- **Policies:** Inform at the beginning of the term the intern, sponsor, parent or guardian, principal and school liaison about the purposes and policies of the program.
- **Academic credit:** Monitor the implementation of the academic credit policy through discussions with the intern, high school principal, and the appropriate faculty and staff.
- **Site visits:** Visit each intern for an individual meeting at the internship site and visit each sponsor for a meeting regarding the progress of the intern and the success of the internship experience.
- **Intern Review:** Monitor and read the intern's seminar assignments to (1) review the student's knowledge and skills being acquired in the program; (2) identify any potential problems which may be developing and to help the intern develop new approaches to handling these situations; (3) monitor the intern's progress toward meeting program goals.
- **Problems:** Communicate with the intern, sponsor, high school principal, and parent or guardian about any problems in the intern's performance. Provide guidance and suggest steps to be taken by the intern to increase the student's performance level. Try to improve the intern's experience by meeting with the sponsor to review the goals of the

program. Under certain conditions, move the student to a new internship site. And when no other solution is possible, return the student to full-time enrollment at his/her home school.

- **Seminars:** Provide well-organized and relevant speakers and activities for interns at the seminars. The seminars will be designed to tie together the various career fields the students are working in and to provide information on college acceptance, communications skills, and professional behavior which will prepare the interns for the transition from high school to the business world.
- **College and Jobs:** In conjunction with the high school guidance staff, offer assistance to the intern in seeking college admissions, scholarships and loans.
- **Attendance and grades:** Keep accurate records and files indicating student's attendance and progress at the internship sites as well as at the seminars.
- **Insurance:** If possible in your area school district, provide accident insurance coverage for all students in the program. For the purposes of the internship, students are considered "on school time and on school property" during all internship activities. It is also beneficial to supply a professional liability coverage for students in the medically-related fields.
- **Alumni:** Coordinators will periodically communicate with the program's alumni for feedback as to the impact of the program.