



**PURPOSE OF THE INTERNSHIP PROGRAM**

The purpose of our internship program is to allow students to explore a possible career field through real-world experience.

**VISION**

The program focuses on skills that all students should have when entering the workforce. These focus skills include:

Applied Academic Skills	Information use
Interpersonal Skills	Critical Thinking Skills
Personal Qualities	Resource Management
Communication Skills	Systems Thinking
Technology Use	

The student would be placed at an internship with a cooperating business partner, with a possible interview. A trust would be established with both the student and the business partner that the student will be developing these focus skills through hands-on experience, and not just a job shadow.

**SCHOOL RESPONSIBILITIES:**

- ◆ Coordinate the internship class so the student will receive the specified number of elective credits.
- ◆ Provide forms and maintain adequate records
- ◆ Act as liaison between the parties of this agreement.
- ◆ Screen and select student-learning applicants.
- ◆ Provide general related instruction.
- ◆ Notify the employer in advance if the employment status of the student changes (when possible).
- ◆ Make visitations and/or communication to the work site to discuss student progress, evaluate the work site and coordinate the program.
- ◆ Evaluate the student and assign letter grades and credits.

**BUSINESS PARTNER RESPONSIBILITIES:**

- ◆ Host the student for required hours, per class credit.
- ◆ Business partner supervisor may not be a parent or guardian of the student.
- ◆ Provide safe working conditions and safety instruction for tasks and duties performed during the internship period for the student learner.
- ◆ Release the student from his/her work schedule to participate in school activities, providing prior arrangements have been made.
- ◆ Provide instruction and training in industry field.
- ◆ Assign internship supervisor who will evaluate and supervise the student as agreed upon.
- ◆ Communicate with the coordinator to discuss the student's progress.
- ◆ Conform to all federal, state, and local labor laws and existing labor-management agreements that apply.
- ◆ No person shall be denied employment, re-employment, or advancement nor shall be evaluated on the basis of sex, marital status, race, color, age, disability, creed, or national origin. Age shall be considered only with respect to minimums set by law as specified by the state.



**STUDENT RESPONSIBILITIES:**

- ◆ Perform the necessary tasks and follow instructions as given by the teacher-coordinator and/or employer.
- ◆ Review school email and Google Classroom daily for updated communication regarding internship course information.
- ◆ Maintain a minimum grade of 80% to continue in the program (if interning 2 semesters)
- ◆ Provide transportation to and from place of employment.
- ◆ Notify the teacher-coordinator **and** the employer on day of absence or late arrival prior to starting time (when possible).
- ◆ Not to report to work on days absent from school.
- ◆ File complete reports and other assignments on his/her job activities as required.
- ◆ Report to the coordinator as soon as possible when problems arise affecting his/her employment.
- ◆ Work to improve skills, knowledge, and personal qualities.

# REQUIREMENTS AND EXPECTATIONS FOR STUDENTS

## REQUIREMENTS TO ENTER THE PROGRAM:

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1. Senior Status
2. At least one open class period, for one semester
  - a. This would be at minimum – no more than two is recommended
  - b. No maximum number of credits
  - c. Internships can be done in **one or both** semesters of the senior year
  - d. Limitations could include the type of placement and/or the ability of the student to meet graduation requirements.
  - e. ½ credit of elective credit would be given, per class period, per semester (Letter Grade)
  - f. GPA of 2.0 or above
  - g. Other classes are on track to graduate
3. Complete the Application Process by the spring (junior year) deadline

### Phase I

Step 1. Make sure Xello is current: (Matchmaker, 3 saved careers, 1 saved cluster, Personality Styles)

Step 2. Fill out online application, which includes uploading your cover letter and resume

NOTE: All students will be informed by school email if they progress to phase II. You **MUST** check school email.

### Phase II

Step 1. Arrive at your scheduled interview time. (Bring 3 copies of resume, 3 letters of recommendation (1 must be out of district employee and no family members), and Chromebook “About Me” presentation.

NOTE: Always provide a week notice for your references!

Step 2. Follow up meeting with high school staff

### Phase III

Step 1. Required intern/parent meeting

Step 2. Locate a placement

\*\*Due to enrollment numbers and the nature of some careers, not all applicants can be accepted into the program.

## REQUIREMENTS DURING THE INTERNSHIP:

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1. Conduct a formal interview with the potential business partner (when appropriate).
2. Set goals and expectations with the business partner.
3. Communicate on a regular basis with the Program Coordinator (physically and/or electronically).
4. Participate in regularly scheduled workshops and internship assignments to enhance employment and 21st century skills.
5. Keep a daily log of hours worked as well as turn in future schedules every 2 weeks
6. Journal and reflect on the experiences had during the internship.
7. Maintain a minimum 80% grade in order to remain in the program at semester.

## FINAL PRESENTATION OF INTERN:

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The final delivery of the student is an oral presentation that addresses the following:

1. How the student exhibits, reflects on, and analyzes the effectiveness of the focus skills, such as critical thinking, problem solving, communication, teamwork, application of technology, and ethics.
2. Analyze how the High School curriculum received by the student was used during the internship experience.
3. Day-to-day operation, activities and responsibilities of the internship and profession.
4. Challenges, problems, obstacles and rewards associated with the profession.
5. Overall culture and environment of the profession.
6. Preparation/education needed to enter the profession.
7. Resources relevant to the profession.



VALLEY CENTER HIGH SCHOOL

# INTERNSHIP PROGRAM

## Notice of Interview

TO: \_\_\_\_\_

SUBJECT: CONGRATS - Internship - Moving to Phase II

Congratulations on completing phase I of the application process for the Valley Center Internship Program. This email is to inform you of your next step in the application process. Your interview is scheduled for \_\_\_\_\_ in Conference Room A. You will need to report to the main office 5 minutes prior to your scheduled interview time. Please dress professionally. [Click here to see samples of appropriate dress.](#) **You will need to use THIS document as your pass, so be sure and bring it to your interview.** Talk with your teachers in advance to let them know of your interview, and get any work completed ahead of time as necessary.

### WHAT TO EXPECT

You will be interviewed by a panel of 3 or more of the individuals from whom this letter was sent.

1. Please enter by shaking the hands of those interviewing you and formally introduce yourself to the panel.
2. Please provide panel members with a copy of your resume (you'll need at least 3 copies) and turn in your 3 letters of recommendation (remember at least 1 must be out of district). Attached to this email are the teacher recommendation forms you MUST use for teachers. Outside the district recommendation forms can be a letter. If you've already had someone write a letter, just have them attach their document to their letter. All of these will be turned in inside sealed envelopes. YOU need to give the form along with the envelope to your reference. Do not expect them to locate an envelope. The more prepared you can be the better.
3. Next, you will present an online slideshow on your Chromebook, which will be connected to the projector/screen in the conference room. [Sample 1](#) [Sample 2](#) Use your creativity, and provide pictures and bullets. Do not use complete sentences! Keep your presentation limited to no more than 4 minutes.
4. After your presentation, you will be asked a series of questions and provided the opportunity to ask any questions you may have. Total time for interviews is around 10-15 minutes.

Please be relaxed and feel free to bring a bottle of water. I will help walk you through your interview. Along with evaluating your application materials, we will be looking for organization, how you relate to the panel, and how you present answers to your questions.

After all interviews have been conducted and interns have been selected, you will have a follow up meeting no later than March 8th with an indication of whether or not you have been accepted into the program. There may be situations where not all individuals will be accepted. Reasons vary by individual. Let Ms. Allen know if you have any questions by emailing her at [kristen.allen@usd262.net](mailto:kristen.allen@usd262.net).



VALLEY CENTER HIGH SCHOOL

# INTERNSHIP PROGRAM

## Sample Interview Questions

Why did you pick your field of interest (if not mentioned in presentation)?

What do you want to get out of this internship?

What is your best strength?

What is an area you need to grow in, and how do you overcome it?

Tell me of a time when you took the initiative to do more than what was asked of you.

How do you handle criticism?

Explain the importance of a positive social media presence in the area you're interested in interning.

Look at their skills section on resume. Have them elaborate on ONE item from their resume.



VALLEY CENTER HIGH SCHOOL

# INTERNSHIP PROGRAM

## Interview Student Feedback

Did the student arrive punctually for the interview?

Yes \_\_\_\_\_ No \_\_\_\_\_

Did the student give a firm handshake?

Yes \_\_\_\_\_ No \_\_\_\_\_

Did the student come prepared?

Yes \_\_\_\_\_ No \_\_\_\_\_ Yes, but needs Improvement \_\_\_\_\_

Comments:

Was the student dressed professionally?

Yes \_\_\_\_\_ No \_\_\_\_\_ Yes, but needs Improvement \_\_\_\_\_

Comments:

Did the student elaborate on their answers?

Yes \_\_\_\_\_ No \_\_\_\_\_ Yes, but needs Improvement \_\_\_\_\_

Comments:

What went well?

What could the student continue to work on?



VALLEY CENTER HIGH SCHOOL

# INTERNSHIP PROGRAM

## Conditional Acceptance Memo

TO: \_\_\_\_\_

FROM: Ms. Kristen Allen, Assistant Principal and Post-Secondary Programs Coordinator

SUBJECT: VALLEY CENTER INTERNSHIP PROGRAM

We are pleased to inform you that you have been conditionally accepted into the Valley Center High School Internship Program for the upcoming school year. This internship is conditional based on:

- Attendance
- Tardies
- Grades
- Social Media Activity
- Other

The internship selection team felt that placement is likely. However, your acceptance into this program may only be allowed after meeting with the Post Secondary Programs Coordinator to discuss conditions, and make an action plan.

Your first assignment is to sign up for my Internship Google Classroom. The class code is **lurffpc**. This is my main method of communication for the class and will alert you of important information throughout your internship experience.

There will be two parent meetings on **Wednesday, May 31, 2023. The first one will be at noon in the high school library, and the second will be at 5pm in the high school commons.** You **and at least one** parent must attend **one of the two** required meetings. You are encouraged to read the Internship website, located on the main VCHS website, prior to the meeting.

You are welcome to begin the placement process after our parent meeting. In order to be accepted with some businesses, an additional interview could be required for final acceptance. If you are unable to be placed, or simply cannot locate a suitable placement based on your goals, your schedule will be filled with alternative classes.

We look forward to seeing your potential turn into reality during your internship! We know you will do your best to represent Valley Center High School to the best of your ability.

Congratulations and good luck!

Ms. Allen



# INTERNSHIP PROGRAM

## Acceptance Memo

TO: \_\_\_\_\_

FROM: Ms. Kristen Allen, Assistant Principal and Post-Secondary Programs Coordinator

SUBJECT: VALLEY CENTER INTERNSHIP PROGRAM

We are pleased to inform you that you have been accepted into the Valley Center High School Internship Program for the upcoming school year. Acceptance into this program should be held at a great honor to be representing Valley Center High School.

Your first assignment is to sign up for my Internship Google Classroom. The class code is **lurffpc**. This is my main method of communication for the class and will alert you of important information throughout your internship experience.

There will be two parent meetings on **Wednesday, May 31, 2023. The first one will be at noon in the high school library, and the second will be at 5pm in the high school commons.** You **and** at least **one** parent must attend **one of the two** required meetings. You are encouraged to read the Internship website, located on the main VCHS website, prior to the meeting.

You are welcome to begin the placement process after our parent meeting. In order to be accepted with some businesses, an additional interview could be required for final acceptance. If you are unable to be placed, or simply cannot locate a suitable placement based on your goals, your schedule will be filled with alternative classes.

We look forward to seeing your potential turn into reality during your internship! We know you will do your best to represent Valley Center High School to the best of your ability.

Congratulations and good luck!

Ms. Allen



VALLEY CENTER HIGH SCHOOL

# **INTERNSHIP PROGRAM**

## **Non-Acceptance Memo**

**TO:** \_\_\_\_\_

**FROM:** Ms. Kristen Allen, Assistant Principal and Post-Secondary Programs Coordinator

**SUBJECT:** VALLEY CENTER INTERNSHIP PROGRAM

Thank you for your interest in the Valley Center Internship Program. This is to inform you that you have not been accepted into the program.

The reason for not being accepted into the program is:

- Incomplete Application Materials
- Behavior and/or Attendance Records
- GPA
- Overall evaluation of application
- Other: \_\_\_\_\_

Thank you for taking the time to consider this program in your plan of study at VCHS. Please know I am a strong advocate for your future goals and aspirations. I am here to support you and will continue to provide strong assistance to you during your senior year and beyond.





VALLEY CENTER HIGH SCHOOL

# INTERNSHIP PROGRAM

## Sample Script

Hi, My name is [redacted] from the Valley Center High School Internship Program and I'm needing to see who I might need to visit with about a potential internship with [redacted] (name of organization).

I have been accepted into our high school internship program through a very rigorous application process, and there are only a select number of students in our school accepted into the program. Because of that, our business partners (you) would know you are getting quality interns working for you.

My available hours to intern are in the [redacted] morning / afternoon. I would be required to get at least (8 hours and 20 mins) a week as required by the state. My internship would last from August \_\_ to May prior to graduation. I need to finalize my placement by August 1st.

I have chosen to contact you as a business partner for my internship because I am interested in the field of [redacted], and I am hoping I can set some goals with you to achieve success for both myself and [redacted] (name of organization).

Would you like me to meet with you prior to my start day of August 10th? Some of our partners prefer to meet in person for an informal interview beforehand. I can also have our internship coordinator contact you. Her name is Kristen Allen, and her email address is kristen.allen@usd262.net. I would also like to share with you an [overview of our program](#) which helps to answer some frequently asked questions. I will "cc" her on that email as well so we can all be in communication and you could ask her questions as well.

## Hours Needed

**For every minute of internship on your schedule, you need one minute of internship time.**

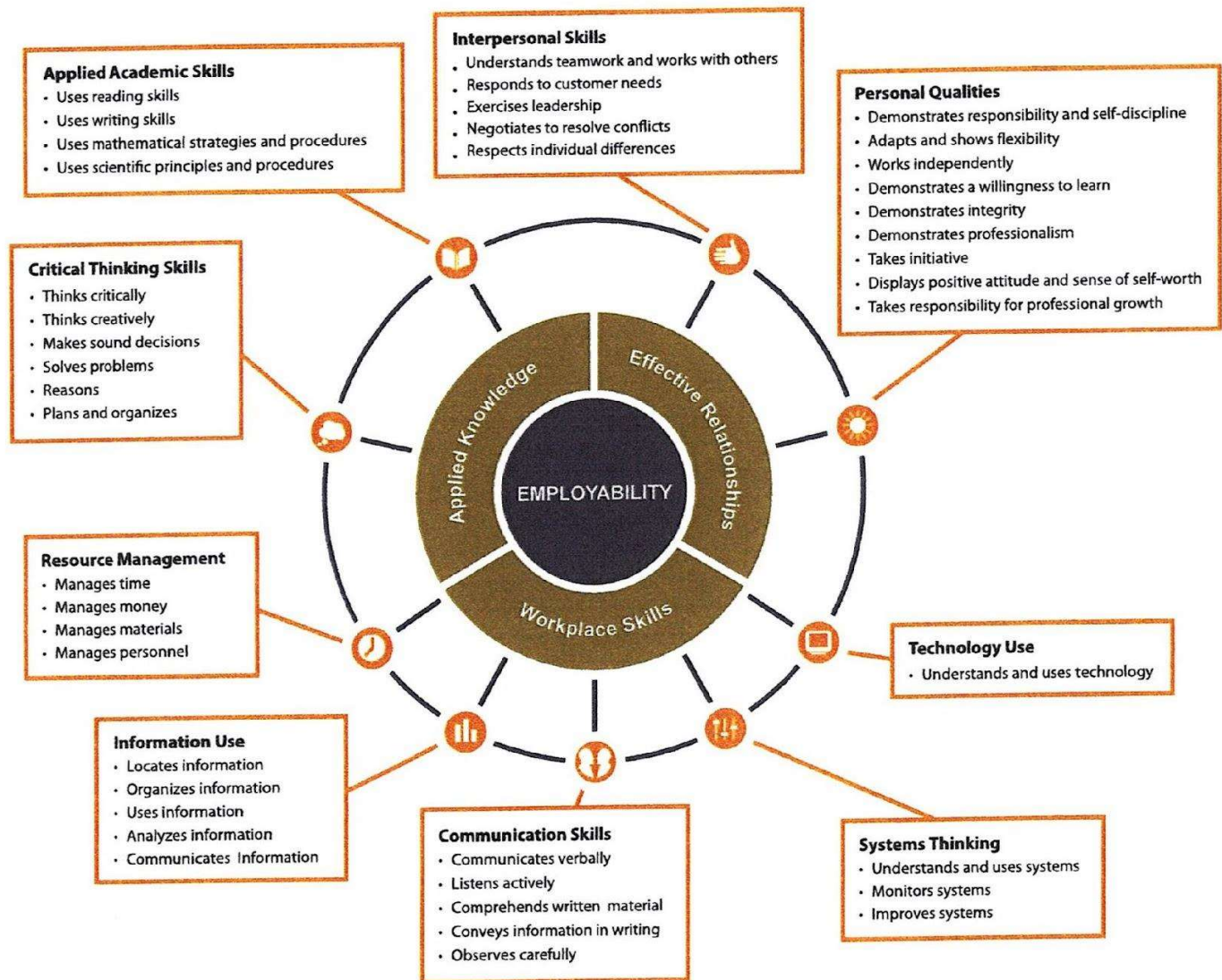
Example

# of class periods	Minutes p/class	Minutes p/day	Minutes p/week	Total Weekly Hours
1	50	50	250	<b>4 hours 10 minutes</b>
2	50	100	500	<b>8 hours 20 minutes</b>

We do count travel time (ONE WAY).

# EMPLOYABILITY SKILLS FRAMEWORK

**Employability Skills: A Crucial Component of College and Career Readiness**  
Individuals require many skills to be college and career ready, including academic knowledge, technical expertise, and a set of general, cross-cutting abilities called “employability skills.”



## Common Framework for Employability Skills

The Employability Skills Framework advances a unifying set of skills that cuts across the workforce development and education sectors based on an inventory of existing employability skills standards and assessments.

The Employability Skills Framework was developed as part of the Support for States Employability Standards in Career and Technical Education (CTE) and Adult Education project, an initiative of the Office of Career, Technical, and Adult Education, U.S. Department of Education. Framework development was guided by CTE, adult education, workforce development and business organizations, and twelve federal agencies.

<http://cte.ed.gov/employabilityskills>

STUDENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Employability Skills Assessment

Fill in the circle that best describes your employability skills.

NOT VERY LIKE ME → LIKE ME

EMPLOYABILITY SKILLS		NOT VERY LIKE ME → LIKE ME				
Effective Relationships	<b>INTERPERSONAL SKILLS</b>					
	• Teamwork	①	②	③	④	⑤
	• Customer service	①	②	③	④	⑤
	<b>PERSONAL QUALITIES</b>					
	• Initiative	①	②	③	④	⑤
	• Adaptability	①	②	③	④	⑤
Workplace Skills	• Professionalism	①	②	③	④	⑤
	<b>RESOURCE MANAGEMENT</b>					
	• Manages time, money, resources and personnel.	①	②	③	④	⑤
	<b>INFORMATION USE</b>					
	• Locates, organizes, analyzes, uses and communicates information.	①	②	③	④	⑤
	<b>COMMUNICATION</b>					
	• Verbal communication	①	②	③	④	⑤
	• Listening	①	②	③	④	⑤
	• Comprehends written material.	①	②	③	④	⑤
	• Conveys information in writing.	①	②	③	④	⑤
	<b>SYSTEMS THINKING</b>					
	• Understands, uses, monitors and improves systems.	①	②	③	④	⑤
<b>TECHNOLOGY USE</b>						
• Understands and uses technology.	①	②	③	④	⑤	
Applied Knowledge	<b>APPLIED ACADEMIC SKILLS</b>					
	• Academic application	①	②	③	④	⑤
	<b>CRITICAL THINKING</b>					
	• Problem solving	①	②	③	④	⑤
	• Creative thinking	①	②	③	④	⑤
• Goal setting	①	②	③	④	⑤	

## VALLEY CENTER HIGH SCHOOL INTERNSHIP AGREEMENT

*This agreement between Valley Center High School, the employer, the student, and his/her parent or guardian defines responsibilities that each accepts and agrees to shown by their signature.*

### School Responsibilities:

1. Coordinate the internship class so the student will receive the specified number of elective credits.
2. Provide forms and maintain adequate records
3. Act as liaison between the parties of this agreement.
4. Screen and select student-learning applicants.
5. Provide general related instruction.
6. Notify the employer in advance if the employment status of the student changes (when possible).
7. Communicate to the work site to discuss student progress.
8. Evaluate the student and assign letter grades and credits.
9. Follow disciplinary procedures as laid out in the handbook.
10. Provide career guidance and employability skills/lessons to the students.
11. Communicate with the student, VCHS staff, parents, and partner if there are special circumstances for learning opportunities, and other special events that may cause a deviation in the regular schedule.

### Business Partner Responsibilities:

1. Host the student for at least (5) hours per week, per class credit.
2. Business Partner supervisor may not be a parent or guardian of the student.
3. Provide safe working conditions and safety instruction for tasks and duties performed during the internship period for the student learner.
4. Release the student from his/her work schedule to participate in school activities, providing prior arrangements have been made.
5. Provide instruction and training in the industry field.
6. Assign internship supervisor who will evaluate and supervise the student as agreed upon.
7. Communicate with the coordinator to discuss the student's progress.
8. Discuss with student rules on social media in the workplace.
9. Conform to all federal, state, and local labor laws and existing labor-management agreements that apply.
10. No person shall be denied employment, re-employment, or advancement nor shall be evaluated on the basis of sex, marital status, race, color, age, disability, creed, or national origin. Age shall be considered only with respect to minimums set by law as specified by the state.

### Student Intern Responsibilities:

1. Perform the necessary tasks and follow instructions as given by the teacher-coordinator and/or employer.
2. Review school email and Google Classroom for updated communication regarding internship course information.
3. Maintain a minimum grade of 80% to continue in the program (if interning 2 semesters).
4. Provide transportation to and from place of employment.
5. Complete online blogs and portfolio to be posted on the school's website.
6. Notify the teacher-coordinator and the employer on the day of absences or late arrival prior to starting time (when possible).
7. Not to report to internship on days absent from school, for illness.
8. File complete reports and other assignments on his/her job activities as required.
9. Report to the coordinator as soon as possible when problems arise affecting his/her internship.
10. Work to improve skills, knowledge, and personal qualities.

I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.

Business Partner's Signature

Company

Date

Student (Printed Name)

Student Signature

Date

Parent/Guardian Signature

Date

Internship Coordinator Signature

Date



## INTERNSHIP LIABILITY AGREEMENT

THIS AGREEMENT is made and entered on (date) \_\_\_\_\_ by (business site) \_\_\_\_\_ and the Valley Center School District.

WHEREAS, the parties desire to establish and implement the internship/professional learning experience (PLE)/work based learning experience (WBL); NOW THEREFORE, it is mutually agreed as follows:

1. Internship site will provide occupational and training experience as described in the Internship Agreement. The school will provide coordination and support for the students involved in the agreement. The school coordinator will meet and confer with the intern supervisor, via email, phone, or in person, during the experience.
2. The business partner/internship supervisor will advise the school coordinator the skills that the student learner(s) will be expected to have prior to participation in the experience. The internship supervisor/site agrees to instruct the student learners/interns with training on safety precautions and regulations per the learning activities and assistance that they will be engaged in .
3. Student learners/interns will abide by all rules and regulations of the school and the internship site which include conditional and general appearance and basic expectations such as coming to work on time, staying on task, completing work assigned, getting along with fellow workers, staying off of their cell phone.
4. The internship site will provide the learning situation, instructional materials and equipment necessary to provide a quality experience.
5. In the event of an injury or accident, the internship supervisor will provide immediate emergency care based upon humanitarian consideration and will promptly report the incident to the school, which will immediately contact parents and complete school accident report forms, just as if the incident has occurred on school property. Student interns will be covered by district liability insurance while at the internship site, if they are not paid by the internship site as a legal employee.
6. The district/school agrees to indemnify and hold harmless the internship site, its employees, officials, intern supervisor from any and all claims and losses resulting from district/school performance of this agreement. The internship site agrees to indemnify and hold harmless the district/school from any and all claims and losses resulting from the experience/worksites performance of this agreement.
7. The parties agree to comply with all laws, ordinances, and regulations of governmental bodies applicable to the professional learning experience which includes age restriction to hours worked and task limitations.
8. The parties agree to cooperate in evaluation of the experience and the intern.
9. The internship site and the school/district agree to instruct all students enrolled in the experience with the respect to the confidential nature of all records and information.
10. If an intern and or internship supervisor/site fail to follow this agreement, either party may request an improvement plan. All parties will follow the improvement plan to regain the quality status of the experience.



11. The terms of this agreement are effective from the first date of the internship\_\_\_\_\_, through the last date of this internship\_\_\_\_\_. Additional dates and times may be explored. Either party may cancel this agreement if the agreement is not followed as stated above and will take effect upon receiving written notice at least three days prior to the stated cancellation date. This agreement may be amended by written agreement of the parties.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Worksite/Internship Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Confidentiality Agreement

Date: \_\_\_\_\_

I, \_\_\_\_\_ (student name), a participant in the Internship program at Valley Center High School, acknowledge that I have been informed that I may come into contact with privileged information while at the experience site.

I hereby understand and promise that I will not divulge any privileged or confidential information to anyone including friends, classmates, and relatives.

If I break this commitment, I will be subject to disciplinary action, including termination of my participation in the experience and will be responsible for damages arising from any irresponsible actions on my part.

Student Learner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Worksite Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_



# Family Education Rights and Privacy Act (FERPA)

(Teaching Interns)

Student confidentiality is extremely important when working with students in an educational setting. The Family Education Rights and Privacy Act (FERPA) is the federal law that protects the privacy of student records. Information protected by this law **MUST** remain confidential. Significant penalties can occur from failure to comply with these privacy acts. Information and records covered may include but not be limited to:

- Personal and family data
- Evaluations, grades on school work, and test data
- Individual Education Plan (IEP) data
- Psychological and medical reports
- Disability information
- Grade and progress reports
- Records of conferences with students and/or parent

Discussing specific facts about the students with which you work, even conversations with non-school personnel (i.e. family members) or school personnel without an education involvement (including other teachers or paras) may be a violation of the students' confidentiality rights and the law. Practicing a "need to know" philosophy is expected, meaning that you may only discuss students with others who work directly with that student. Discussions should occur in private – not in the teacher's lounge, grocery store, restaurants, or during school events. Even if a student's name is not mentioned, talking about an incident can give identifiable information.

## Professional Agreement

As a volunteer, observer, intern, or practicum student, I understand I may have access to sensitive or confidential information. This confidentiality agreement serves to verify that I have been made aware of the strict prohibition against inappropriate use of sensitive or confidential information.

I understand Valley Center USD 262 expects me to hold in confidence any information I may become privy to in the course of my work, volunteer activities, observation, or practicum. Because this information is solely available to me as a result of my work, volunteer activities, observation, internship, or practicum, **I will not discuss, use, forward, print, copy, record, or otherwise disseminate any confidential or sensitive information.** I also understand that taking photographs/videos of students is prohibited for students of parents who choose to not have their child's photo taken. I will communicate with teachers and administrative staff to know who those children are.

I understand the unauthorized disclosure of such information can adversely impact Valley Center USD 262 and individual persons. I further agree that during the term of my association with Valley Center USD 262 and following my separation, I will be bound by this agreement. I also acknowledge that violation of this agreement may result in the denial of future access to Valley Center USD 262 for work, volunteer activities, internships, observations, or practicum.





## TB Skin Test Form

Patient First Name \_\_\_\_\_ Patient Last Name \_\_\_\_\_

Patient DOB \_\_\_\_\_

Patient Address \_\_\_\_\_

\_\_\_\_\_

Date Test Administered \_\_\_\_\_

Site: \_\_\_\_\_ Left \_\_\_\_\_ Right

Mantoux (5TU tuberculin PPD)

Administered by \_\_\_\_\_

Title: \_\_\_\_\_

Date Test Read \_\_\_\_\_

(Within 48-72 hours of date administered)

Results: \_\_\_\_\_ mm Induration

Circle one:

Negative      Positive Reaction

Provider or Nurse Signature \_\_\_\_\_

Title \_\_\_\_\_

(Form may be signed by ONLY a nurse, APRN, or physician)

Provider or Nurse Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Name of Clinic \_\_\_\_\_

Clinic Address \_\_\_\_\_

Clinic Phone # \_\_\_\_\_

(Medical Interns Only)



# High School Intern Disciplinary Probation Behavioral Agreement

Date: \_\_\_\_\_

\_\_\_\_\_ has been placed on **DISCIPLINARY PROBATION** with the Valley Center High School Internship program.

Reason: \_\_\_\_\_,

The student agrees to follow all school rules and uphold a positive image of himself/herself and the high school internship program. The student must remain a student in good standing, determined by administration. Failure to remain in good standing for the school year \_\_\_\_\_ will result in termination of the program.

I fully understand the conditions of the **DISCIPLINARY PROBATION AGREEMENT** and intend to comply in every way.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature(s) of Parent/Guardian

\_\_\_\_\_  
Date