



# Intern Expectations Agreement

## Program Completion Requirements

Your full participation in the ASE Program requires you to take primary responsibility for your internship experience. Acknowledge that recognition for completion of the program and documentation for school credit are awarded through full participation in the ASE Program. Failure to complete the requirements of the program or meet the expectations of the program and the mentor may result in termination of the internship, forfeiture of any stipends, and loss of school credit.

### Attendance & Participation:

- Work with the mentor to approve your schedule for the duration of the internship, including the expected daily schedule, vacation arrangements, and start/end dates. The equivalent of eight weeks, full-time at the internship, including three days for attendance at the orientation and conferences, is expected.
- Arrive promptly at work days and events, including meetings. Discuss with your mentor expectations around arriving, leaving, lunch and breaks. Meet agreed upon timelines for each stage of the project, or *in advance*, discuss with the mentor the need to revise the schedule. Make sure the mentor is informed of any problems. Discuss progress and questions with the mentor fully and openly.
- Attend, cooperate, and participate fully in required ASE Program activities, including Orientation, Midsummer Conference and Symposium.

### Workplace Safety & Professionalism:

- Conform to all rules and regulations of the internship site, especially health and safety practices and policies.
- Conform to mentor organization rules for proper use and etiquette of internet, email and phone/cell phone, including both personal and organizational devices and software, as well as organizational confidentiality practices.
- Become familiar with the background of the internship topic by asking your new colleagues questions and by studying any assigned reading.
  - Write thank you letters to the individuals responsible for your position.
- Be a positive representative of the Saturday Academy ASE Program, your mentor and your host organization.
- Provide supportive and positive environments for all involved, regardless of race, gender, sexual orientation, religious beliefs, and/or physical abilities.
  - Inform the ASE staff in a timely fashion of any harassment or harassing behavior.

### Communication & Documentation

- Cooperate with your Teacher Monitor and ASE in tracking your performance and evaluating the program.
- Notify your Teacher Monitor **immediately** about any problems at the internship site or changes to your schedule.
- Maintain a daily research or engineering log. Retain a copy of the log for twelve (12) months following your internship.



## Parent Expectations Agreement

Your child's full participation as an intern in the ASE Program requires them to take primary responsibility for their internship experience. Your supporting role is key to their success. We expect the following support from parents and guardians.

1. Agree that your child may participate fully in the ASE Program, including full-time 8 weeks at the internship site, i.e. the agreed-upon schedule arranged with the mentor, and full attendance and participation in ASE Events: Orientation, Midsummer Conference and Symposium.
2. Encourage and facilitate your child in carrying out their responsibilities and learning activities. Make a good faith effort to attend the ASE Symposium.
3. Inform yourself of the activities occurring in the mentor's facility and of those activities in which your child will be participating. Saturday Academy has not formally inquired into or assessed the hazards or the safety record of the host facility, and has no power, authority or control over the host facility. Except for professional qualifications, Saturday Academy has not conducted a background check on the mentor and their associates at the host facility. Use your judgment to decide whether your child will be able to work safely in the environment of the host facility.
4. Mentors are informed that parents and guardians are welcome to visit the host facility at least once prior to or during internship.
5. Assume responsibility for the safety and conduct of your child while they are traveling to and from the internship site or other program activities.
6. **Carry appropriate medical insurance coverage for your child. If you do not have medical insurance coverage, please call the ASE office, 503-200-5861 for assistance.**
7. Consult with ASE staff (Director, Coordinator, and Teacher Monitor) in a timely manner about any concerns that may arise during the ASE Program.
8. Allow Saturday Academy permission to collect follow-up information on your child's continuing interests and participation in STEM for the purpose of long-term program evaluation required by funding agencies.