

## Corporate Work Study Program

### SAMPLE CONTRACT – STUDENT EXPECTATIONS AT WORK

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

#### INTRODUCTION TO ORGANIZATION

- Personnel and structure: Meet all full-time and part-time staff to learn respective roles and responsibilities
- Facility tour and office protocol
- Office/desk area
- Computer
- Supplies
- Safety regulations
- Kitchen rules, etc
- Supervisor name: \_\_\_\_\_
- Back up supervisor name: \_\_\_\_\_
- View PowerPoint for Mission/Vision/Objectives/Program descriptions of Organization
- Review HR manual as it applies- including cell phone policy and Cristo Rey Atlanta Jesuit High School dress code

#### ROLES AND EXPECTATIONS

- Review description of position with Supervisor
- Q & A on career goals and expectations from the internship experience
- How do we communicate- exchange all contact information/preferred methods and timely communication
- Feedback schedule and assignment of weekly task/project lists
- Goal setting- weekly-monthly and/or project-based
- Set daily check-in meetings with the supervisor, no more than 5 minutes per day
- Cell phone policy- student is NOT to have cell phone out or on desk, if it is scheduled break time student can use phone in the designated area

## HOW TO HAVE A SUCCESSFUL INTERNSHIP EXPERIENCE:

- Do everything with enthusiasm, it's contagious!
- Always Wear the Cristo Rey New York High School dress code! No hoodies/coats/boots in the office.
- Be a team player.
- Have a positive mental attitude.
- If in doubt, ASK; there are NO wrong questions.
- Reflect a "can-do" attitude.
- Focus your attention on growth & development- after all that is why you are here!
- Smile often. Have fun!

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

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