



**El Segundo/Huntington Beach/Seal Beach Engineering High School Internship
Program High School Program and Boeing Training Agreement**

SCHOOL RESPONSIBILITIES

As a teacher/coordinator in the High School Internship Program, I agree to:

1. Inform the student and parent of program rules and regulations.
2. Assist the student in obtaining and completing necessary program forms.
3. Instruct the student regarding the dual responsibility to the employer and to the school.
4. Coordinate the student's on-the-job experience with school related learning activities.
5. Work closely with the employer in order to provide the student with maximum benefit from the employment experience.
6. Visit the student's place of employment, and consult with the employer regarding the job performance of the student.
7. Assign and assist the student to fulfill related learning activities.
8. Provide the employer with evaluation forms and discuss the job performance of the student with the employer and the student.
9. Perform a liaison and coordinating function between the school and the business/industrial community.
10. Inform the student of Boeing's mandatory mask policy and physical distancing requirements while on Boeing property.

"At any time Boeing, in its sole discretion, may remove a student from the intern program and deny them further access to Boeing facilities".

Execution of this document indicates acceptance of the program and terms as specified

herein. High School Program Representative Acknowledgement:

High School Program:

High School Program Representative Signature:

High School Program Representative Print Name:

High School Program Representative Title:

Phone Number:

Date:

EMPLOYER RESPONSIBILITIES:

As a career station sponsor in the High School Internship Program, I agree to:

1. Inform the student of rules, regulations, and duties expected on the job.
2. Supervise the student on the job; assist in improving job performance; and assign the student to more responsible duties or positions if openings occur for which the student is qualified.
3. Plan an appropriate variety of job tasks/ responsibilities.
4. Abide by the State and Federal Laws/ regulations pertaining to employment.
5. Verify the hours the student worked by signing the time card.
6. Consult with the teacher/ coordinator regarding the factors, which relate to the student's job performance.
7. Inform the teacher/ coordinator when planning to terminate a student's employment.
8. Discuss the job performance of the student with the teacher/ coordinator, and complete the written evaluation form that will be provided.

Execution of this document indicates acceptance of the program and terms as specified

herein. The Boeing Company Program Representative Acknowledgement:

Name of Firm: The Boeing Company

Company Representative Signature:

Company Representative Print Name:

Company Representative Title:

Phone Number:

Date:

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Jeff Rohm, Boeing Attorney