



FORT LEE HIGH SCHOOL ACADEMY OF FINANCE INTERNSHIP AGREEMENT

Parameters:

- All AOF students are required to fulfill a mandatory paid internship during the summer between junior and senior year. Internships can also be unpaid, but will not qualify for NAFTrack Certification.
- All internships must be approved by the Internship Director by **May 1st** of junior year.
- All internships must be completed by **September 1st** of senior year.
- Summer paid/unpaid internships should be 6-8 weeks in length.
- All interns are expected to work at least **160 hours** during their internship, be on the payroll of their employer with the proper payroll tax deductions, (1099's not permitted), and their paycheck stubs should be made available to the Internship Director, if requested.
- All students are required to work continuously without interruption for the duration of the internship.
- If there is a hardship where the intern cannot attend work due to illness or other emergency, the Internship Director and the employer should be notified immediately.
- All students working at paid internships must receive at least the NJ State minimum wage, which is currently \$8.85/hour.

Internship Location:

- Students are responsible for locating their own internship. The Internship Director has a list of possible summer worksites identified by the type of work and responsibilities an intern would perform. Students can apply to no more than two of these sites based upon their career interest, or to another worksite they might be aware of. **It is the student's responsibility to locate and obtain an internship by May 1st of junior year.** All worksites must be approved by the Internship Director. Social security numbers are required, as students must be paid on the books of the worksite. If a student does not have a social security number, they may complete their internship responsibility by working unpaid at an approved community service site.

Paperwork Requirements:

All paperwork (provided by the Internship Director) for paid/unpaid internships must be completed and returned by September 1st of senior year. It includes:

- 1) Completed New Jersey State Structured Learning Experience (SLE) Agreement signed by the student, parent, Site (SLE) Coordinator, and employer.
- 2) Completed New Jersey State Training Plan signed by the student, parent, Site (SLE) Coordinator and employer.
- 3) Working papers as required by the State of New Jersey, Fort Lee High School and the Academy of Finance.
- 4) Journal.

Students will keep a journal or reflection during their internship that will be emailed to the Internship Director one week after the end of their internship.

(gmaceri@flboe.com) The journal should include what responsibilities the intern had on the job, if they liked what they did and why, if they did not like their responsibilities and why, what they learned from the job, who helped them the most, and if they received a letter of recommendation from the employer for their college application before leaving the internship.

Employer Evaluation:

All students are expected to receive at least a “satisfactory” grade on their internship evaluation form. The evaluation form will be sent to the employer from NAF. However, it is the intern’s responsibility to inform the employer of this process. The evaluations will be reviewed with the student intern by the Internship Director. The student, with the help of the Internship Director, is expected to remediate any problems encountered at the internship.

Compliance with all the above entitles the AOF student to receive their National Academy Foundation (NAF) Certificate and attend the Fort Lee High School AOF special graduation ceremony. Receipt of the NAF Certificate is predicated on successful completion of AOF academic courses and the internship. Any deviation from the above will invalidate the student’s privilege of receiving the NAF Certificate.

Parent Signature

Student Signature

Parent Printed Name

Student Printed Name

Date Signed

Date Signed