

## Internship/Externship Agreement

The training agreement needs to be signed by the student and the supervisor at time of employment.

### Training Supervisor Agreement:

1. The supervisor/mentor at AHVH will complete evaluations as scheduled.
2. The employer agrees to comply with all state and federal regulations, will provide student interns equal opportunity employment and will not discriminate on the basis of race, color, national origin, or sex.
3. The term of agreement should be for an agreed upon length. Either party should have the right to terminate this agreement upon written notice.
4. The employer will provide adequate staffing in the instructional areas so that no student will be expected to perform duties without supervision.

### TRAINING SUPERVISOR

### CONTACT INFORMATION

*I have read the above training agreement and understand my responsibilities as outlined in the agreement.*

**Supervisor's signature**

**Date**

**Student's signature**

**Date**

## **Student Agreement**

1. The student will complete the designated instructional time and curriculum.
2. The student will complete the designated minimum hours of supervised training at AHVH as agreed upon.
3. The student will maintain minimum dress standards every day (scrubs with closed toed shoes)
4. The student will perform skills that are appropriate and within the training instructions.
5. The student will contact the training supervisor if they will be absent or late for any reason.
6. The student will provide his/her own room and board and travel to and from AHVH.

**Student Name:**

**Student's School:**

**Student's Contact Information:**

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

Student signature:

Date

## Work experience form

**Student name:**

**Monday                      Date                      Hours Completed**  
***My responsibilities today and what I learned from my experience:***

**Tuesday                      Date                      Hours Completed**  
***My responsibilities today and what I learned from my experience:***

**Wednesday                      Date                      Hours Completed**  
***My responsibilities today and what I learned from my experience:***

**Thursday                      Date                      Hours Completed**  
***My responsibilities today and what I learned from my experience:***

**Friday                      Date                      Hours Completed**  
***My responsibilities today and what I learned from my experience:***

**Supervisor Signature:**

## **Exit interview**

1. How would you describe this internship experience to others?
2. Discuss the challenges of your internship and ways they can be improved?
3. Discuss the strong points of your internship experience.
4. Looking back, what do you wish you would have known before starting this internship?
5. How did you feel about your training and mentorship/supervision?
6. What is the greatest lesson you have learned during this internship?



## **Entrance Interview**

1. Why did you choose to intern with AHVH?
2. How do you plan to make an impact during your internship?
3. What do you expect to gain from this internship and what are your work expectations?
4. What are your plans after completing this internship and graduating from school?