



## Cristo Rey Corporate Internship Program Student Agreement Template

Students are expected / encouraged to start his/ her workday by greeting his/her supervisor and then checking e-mail for the day's schedule and for related assignments.

Students are also expected to complete the end-of-day discussion handout and bring to their end-of-day check-in at 3:45pm.

### Uniform

Students are expected to arrive at the workplace in his/her approved Cristo Rey uniform. In the event a student is issued a work uniform (i.e. scrubs), the student will arrive in their school uniform and change once they arrive at the workplace.

### Cell Phones

CRJ realizes that cell phones play an important role in everyday life. However, in the workplace, cell phones can be a distraction from work and disturb colleagues. We ask that students:

1. Put away cell phones during work hours (and have them on silent / vibrate)
2. Only use his/her cell phone during breaks and lunches; and
3. Obtain his/her supervisor's approval before listening to music (with ear buds) or deviating from the above.

### Break / Lunch Schedule

Breaks are permitted according to a mutually agreed upon schedule as is an appropriate lunch break. Students and supervisors should agree to the timing and spaces where these are permitted. For instance:

Breaks are permitted in the café' area located \_\_\_\_\_ and in the break room located \_\_\_\_\_.

The student is expected to **communicate to the supervisor** his/her leaving and return both for breaks and for lunch.

### Workstation

The student is expected to always keep a clean workstation, especially when leaving for the day.

### Time-Cards

The student is expected to complete his/her time-cards in an efficient manner. This is an important DOL requirement and one that should be completed as part of the end-of-day process.

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I have read and agree to follow the guidelines above and realize that failure to adhere to the above guidelines will result in corrective action.

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(First and Last Name)

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(Date)

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