



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.

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

(First and Last Name)

(Date)
