

**Responsibilities of Normandale PTO**

1. Provide training as outlined in the training plan submitted to the visa sponsor and signed by the intern and the teacher/supervisor.
2. Provide a host family that meets the conditions outlined by the visa sponsor. The host family will provide meals and laundry facilities.
3. Provide health insurance during the internship that meets the government standards as required by the visa sponsor
4. Provide transportation to school on the school bus.
5. Provide a stipend of \$310US a month.

**Responsibilities of French Intern:**

1. Fulfill all duties and obligations of a French intern as outlined in the training plan submitted to the visa sponsor and signed by the intern. This includes attending seminars, participating in French Enrichment, Success center/Homework Lab, monthly meetings, in-classroom training, Francophonie, **required social activities, activities that promote the intern program (ie Gala, Host/Partner Family, Thank You Event, Carnival, Winter Movie Night, etc.)** and responsibilities to the host family.
2. Participate in the school setting 5 days per week Monday-Friday approximately 32 hours per week. Planning, communicating and reflecting with supervising teacher to insure quality instruction for students and skill development for interns.
3. Submit all requested forms and reports accurately and on time. Meet weekly with supervisor to plan and assure progress.
4. Contact teachers, intern coordinator and school secretaries if sick before the school day begins.
5. Communicate progress and status with program sponsor when requested.
6. Fulfill all education requirements (seminars), assignments and evaluations.
7. Submit an original criminal background check to the intern recruiter.
8. **Attend the week of orientation** and complete the internship that ends on the last day of school.
9. Read and understand the intern handbook.
10. Maintain professional confidentiality in any issues involving the school, faculty, students and/or host family.
11. Abide by the laws of the state of Minnesota and the United States.
12. Provide proof of health insurance according to visa requirements if traveling, after the last day of school in the US.
13. **Fulfill all financial obligations in a timely manner including insurance co-pays.**
14. Make provisions to leave spring host family one week after the last day of school.
15. Not request more than five personal days during the internship.
16. Failure to fulfill these responsibilities will result in a meeting with the intern, principal and intern coordinator, where a probationary period will be given to the intern with a list of specific goals to assure that responsibilities are met. If these goals are not met, the internship will be terminated.

I hereby certify that I am not seeking outside employment, will not accept outside employment (tutoring and babysitting) and intend to fulfill the terms and conditions of the Agreement. By signing this Agreement the intern agrees to comply with all rules and regulations established by the Edina French Internship program and Edina Public Schools as outlined in the Intern Handbook.

\_\_\_\_\_SAMPLE\_\_\_\_\_  
Chris Holden, Principal

Date: \_\_\_\_\_

\_\_\_\_\_SAMPLE\_\_\_\_\_  
Intern

Date: \_\_\_\_\_