



2021 YOUTH INTERNSHIP PROGRAM PARTICIPANT HANDBOOK ACKNOWLEDGEMENT

The 2021 Youth Internship Program was designed to give youth real-life experiences in the world of work. During this time, participants will take on the roles and responsibilities of a valued member of a business organization as a intern. Each participant must understand that dress, punctuality, attendance, and behavior reflect upon themselves, their parents, and our organization.

The internship program involves two individuals who will oversee each intern, a **Worksite Supervisor**, and **CSP Worksite Monitor**. The worksite monitor will visit both the intern and the worksite supervisor to ensure a successful internship. Please call or email your worksite monitor if there are any questions or concerns.

This handbook was developed to help you prepare for and complete the Youth Internship Program successfully. It is then your responsibility to read this handbook to understand your expectation. If there are any questions, please discuss them with a CSP Worksite Monitor.

Enjoy your internship experience and remember your Worksite Supervisor and Worksite Monitor are here to help and guide you through this process. If any questions, problems, or issues arise, contact them for input and direction.

I, _____ understand that it is my responsibility to read this handbook and get clarification on any questions or concerns that I may have. I further understand that I will be held accountable for all information contained in this handbook.

Signature of Applicant

Date

