

The Park School of Baltimore

Supervisor Agreement Form

Guidelines for On - Site Supervisors

The Park School Senior Project is a full-time program for students. The students are required to work a minimum of 30-35 hours per week or a minimum of 25 hours per week if they are actively participating in school athletic programs or have an existing work commitment. Those students serving as team managers would be excused early to attend games only. You may expect a full-time commitment to your expectations by the student from April 22 –May 31, 2024.

We have strongly discouraged opportunities that are salaried. The voluntary nature of this project promotes a variety of experiences that a salaried job often lacks. If the senior has made an arrangement with you to be salaried, it is important that we know this in advance.

The Senior Project is an opportunity for students to explore interests heretofore inaccessible to them. It is supposed to be a time for "stretching", experimentation, and independence. For these reasons, we have discouraged students from working in familiar settings with relatives or with their peers.

Although we anticipate that students will be assigned work of a routine nature, we hope that the experiences will also be challenging ones. As the student is judged capable of assuming responsibility and learning new skills, we anticipate that he/she will be afforded the opportunity to expand into more challenging areas.

The role of the on-site supervisor in the evaluation of the student's achievement in the project is critical. Since no grade is given, the school relies largely on the on-site supervisor's judgment of the student's performance. Communication between the school and the supervisor is crucial to supporting the success of the student throughout the six weeks of project time. At the completion of the project, we ask the supervisor to complete a simple evaluation form (see attached).

I have read the above guidelines and agree to host _____ for their six-week Senior Project at _____.
(name of site)

Please sign one copy of this form and return it to your student intern prior to February 21, 2024.

Supervisor's Signature:
