



Professional Opportunities Program for Students, Inc.

“Building Character in Teens to Believe and Succeed”

Letter of Understanding (LOU)

This letter of understanding is between Professional Opportunities Program for Students, Inc. (POPS) and _____ the “*Employer*”

The mission of POPS is to provide personal and professional development for high school teenagers who face social and economic barriers that impact the quality of their lives. POPS provides year round in-school and after-school mentoring, as well as monthly skill building workshops which are designed to build character and motivate students to complete high school and prepare for a successful future. Research in the area of early work experience, shows us that youth who have had an early work experience do much better later in life. Each summer POPS secures and provide opportunities for paid summer internships – our students continue to receive mentoring during this experience. This early work experience, creates the foundation for our students to begin exploring different work environments, while learning soft skills not taught in the classroom or in text books. These soft skills help employees become successful when they later enter a professional work environment after graduation. POPS seeks partnerships with employers willing to provide the necessary on the job coaching and mentoring for our Student Employees which helps to Build Character to Believe and Succeed. The cost of a summer internship is approximately \$1800 per student.

PURPOSE

The purpose of this LOU is to establish an understanding and outline the responsibilities of each party: Professional Opportunities Program for Students, Inc. (POPS) and the “*Employer*”.

- POPS and the *Employer* will agree on a schedule for students’ participation at the Employer.
- Students’ participation should complement the commercial and educational activities of the *Employer*. Student Employees will be under the supervision of the “*Employer*”.
- POPS Student Employee is expected to perform with high standards at all times and comply with all written policies and regulations of the appropriate department assigned to work in of the *Employer*.
- Either the *Employer* or POPS may require the withdrawal or dismissal of any Student Employee if his/her performance record or conduct does not justify continuance.
- There are no benefits provided to the POPS student as a result of this employment.
- A meeting or telephone conference between representatives of POPS and the *Employer* will occur at least once during the summer to evaluate the educational program and review student accomplishments.
- Statements of performance objectives for this employment experience will be the joint responsibility of POPS and *Employer* personnel.
- Student must adhere to the *Employer*’s established dress and performance standards



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The **Employer** agrees to the following:

- *Employer* agrees to appoint someone who will be responsible for the educational activities and supervision of Student Employee.
- Student Employees will be paid on the same schedule (weekly/bi weekly) as other employees working at the same location.
- The *Employer* agrees to submit to POPS a weekly employee progress report (provided by POPS) as well as a final evaluation of the Student Employee.
- Evaluation of Student Employees' progress is established by POPS in consultation with the *Employer*.
- *Employer* will hire the students as its temporary employee. The scope of students' work and the agreed upon compensation will be documented on an individual basis for each student. (at the employer's discretion students may and can be paid more than the minimum wage. But in no case shall they be paid less than the minimum wage at the time of employment [8.10/hr])
- *Employer* may require that the student agree to Employer's standard employee confidentiality and/or intellectual property agreements before starting work. Employer agrees not to require students to sign any non-compete agreement.
- *Employer* will commit to have student employed at a minimum of 4 weeks to a maximum of 7 weeks. The employer will provide between 20 and 30 hours per week. (If a student misses a work day it is not the responsibility of the employer to provide them an additional make-up day)

POPS Promises:

POPS Program staff and any other assigned staff will provide assistance with coordinating scheduling, provide internship information and objectives, and assist in advising and counseling the student employee as needed.

Employer Authorized Signature: _____

Print Name: _____

Title: _____ **Date:** _____

POPS Authorized Signature: _____



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Print Name: _____

Title: _____ **Date:** _____

Name of Company: _____

Number of student you will sponsor: _____

POPS Intern's Supervisor: _____

Position: Title: _____

Location of Internship: _____

Phone Number: _____

Email address of Contact person: _____

Hourly wage proposed: _____

Hours work per week: _____

Begin time: _____

End Time: _____

Begin Date: _____ **end date** _____

(We request a 5-7 weeks of internship)

Days scheduled to work: _____



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Age or any other restrictions: _____

Do you want to interview the student(s) prior to the start of the assignment? ____yes ____No