



**Agreement for Army Career Skills
Program Individual Internship/
Approved DoD SkillBridge Program**



This Agreement for Army Career Skills Program Individual Internship/Approved DoD SkillBridge Program is to be submitted with the Soldier Participation Memo

Part I: Soldier Overview (To be completed by Soldier)

1. Soldier Information:

- a. Rank: SFC Name: Evans, Danielle N.
- b. Assigned Installation: Fort Knox, KY

2. Overview of Company: Explain Company Background (headquarters location, years in business, accreditations (if any), number of employees, business/occupational industry)

Over the 200 years in which The Elizabethtown Independent Schools has evolved, one constant has remained: a spirit of leadership and progressiveness in education. From the first financing of education in the region to the development of today's innovative programs – The Elizabethtown Independent Schools takes great pride in its "Tradition of Excellence". We also look to the efforts of those who came before us to help guide and define our vision for the future of our schools.

Elizabethtown Independent Schools
219 Helm Street
Elizabethtown, KY 42701

3. Overview of Proposed Program: Explain the Program Format (position/career training is provided for, expected knowledge, skills and abilities required upon acceptance, program length, how will skills learned be measured, expected salary, funding for training, any out-of-pocket expenses)

The intern veteran will experience full-time student teaching in a structured, supervised process in which intern veterans work with collaborating teachers to develop their teaching skills. Interns will gain extensive practice teaching in the knowledge, skills, and dispositions of their teaching fields. Intern veterans will observe, review curriculum, acclimate to the schoolbuilding, review school policies and emergency procedures, and learn the schools' schedule. The intern should learn students' names, review individual student health/diet/behavioral plans, and work with students under the guidance of their mentor teacher. They will observe classroom instruction, noting teaching styles, learning styles of the students, classroom management, and may assist with mentor teachers duties (hallway coverage, bus duty, etc.). Mentor teachers will provide opportunities for intern veterans to become involved in the classroom by gradually providing opportunities to assume responsibility of teaching groups of students, including lesson preparation. Mentor teachers will share information about the interests and abilities of each student and how to establish rapport, as well as demonstrate different techniques, procedures of teaching, and

4. Training Specifics: Include/attach training plan, if available. List training methods (virtual, in-person, remote). List expected topics to be trained on to include the specific knowledge, skills, and abilities (KSAs) you will be taught during the internship training. How will this training help you meet your expected qualifications for job placement?

Weeks 1 & 2: Intern veteran observe mentor teacher, build rapport with students, acclimate to school building/schedule/emergency procedures, and familiarize themselves with district/course curriculum.

Week 3: Intern veteran will gradually assume responsibility for teaching groups of students including lesson planning. You must have mentor teacher's approval before implementing any lessons; you must provide your lesson plans in advance to your mentor teacher.

Week 4: Continue with group teaching. Intern veteran should assist with lesson planning, taking attendance, and developing classroom materials for the following week. Meet with your mentor teacher regularly to discuss how to improve both instructional delivery/environment and student learning.

Weeks 5 & 6: Continue with previous week's activities and gradually begin teaching jointly-created/approved lesson plans with mentor teacher. Teaching responsibilities will gradually progress to 100%.

Week 7 - the end of internship: Intern veteran will plan for a full day of instruction and begin assuming 100% responsibility for the classroom. Intern veteran will meet regularly with mentor teacher to identify student needs, classroom management strategies, and plan to improve student success. Intern veteran can attend professional development training with mentor teacher, if available.

I have contacted the prospective employer to obtain the information listed in blocks 2-4 above and verify I understand and believe I can successfully complete all necessary portions of the proposed training.

Soldier Rank: SFC Soldier Name: Evans, Danielle N.

Soldier Digital Signature: _____

**Part II: Employer Agreement for Army CSP Individual Internship/
Approved DoD SkillBridge Program**

By signature of this Agreement, the Employer agrees:

For: CSP Individual Internship

Eligibility criteria for training providers and Service Members is outlined in Army Regulation (AR) 600-81 and Department of Defense Instruction (DoDI) 1322.29

- To teach the CSP Intern job responsibilities, new skills and practices specific to the business/industry.
- CSP Intern will work under the close supervision of the staff at the organization for the duration of the program.
- Internship will consist of work experience at entry-level positions.
- CSP Interns will work no more than 40 hours in any given week.
- CSP Interns shall not receive compensation of any kind from the Employer.
- The internship is for the benefit of the CSP Intern and even though the internship includes actual operations of the Employer, training is similar to training which would be given in an educational environment.
- CSP Intern does not displace regular employees, but works under close supervision of existing staff.
- The Employer that provides the training derives no immediate advantage from the activities of the Intern and on occasion its operations may actually be impeded.
- CSP Interns shall not be required to purchase any materials or be charged a fee as a requirement for the internship.
- CSP Intern shall not be involved in the selling of goods or services to any Soldier, or a Family member of a Soldier junior in rank, grade or position to the Soldier Intern, per Par. 2-205, Joint Ethics Regulation. For the purpose of this provision, goods and services include, but are not limited to vehicles, recreational vehicles, real estate, rental properties, time shares, investment products, life insurance, health insurance, vehicle insurance, property and casualty personal insurance, and business and commercial insurance.
- Employer will take daily attendance of the CSP Intern and report attendance to the CSP Representative upon request.
- The Employer shall notify the CSP Representative immediately if the CSP Intern is injured at the worksite.
- The Intern is not necessarily entitled to a job at the conclusion of the internship.

This Army CSP Individual Internship/Approved DoD Skillbridge Program may be terminated for any reason, if it is determined to be in the best interest of the Intern, the Commander, or the Employer. The termination reason and effective date will be reported to the CSP Regional Coordinator and other parties (Intern, Commander or Employer) by the terminating party immediately.

Employer POC Name (First and Last): Aaron Howell

Employer Phone Number: 270-769-1328

Employer Email Address: Aaron.howell@etown.kyschools.us

Digital or Written Signature:

Date:

Part II: Employer Hold Harmless Agreement for Firearms or Law Enforcement

For CSP programs or individual internships that include the use of firearms or are for Law Enforcement, the provider must agree to following:

The provider agrees to release, indemnify, and hold harmless the Government and U.S. Army Installation Management Command for damages to property or injuries to persons which may arise from, or incident to, firearms training or use as part of a Skill Bridge Program internship. This indemnification also applies to damages to the property of the sponsoring activity for damages to the property or injuries to officers, agents, or employees or others who may be on the premises at their invitation or the invitation of any one of them. The provider further agrees to hold the Government harmless from and indemnify same for any final judgment of a court of competent jurisdiction to the extent attributable to the negligence of the interning Soldier, the provider, its officers, employees, and agents when acting within the course and scope of their employment. This Release, Indemnification, Hold Harmless Agreement, and Agreement Not to Sue shall be interpreted according to Federal law. It is to be construed as broadly and inclusively as is permitted by relevant Federal law.

Digital or Written Signature: 

Date: 12/5/23

Printed Name & Title: Paul M. Mullins

Phone Number: 202-765-6146

Email: paul.mullins@etown.kyschools.us

Part III: Installation Legal Review (To be completed by Attorney)

1. Soldier is requesting participation in an Army CSP Individual Internship/Approved DoD SkillBridge Program as noted in Part I and II

The Approving Authority Servicing Legal Office has conducted a legal review of the Soldier's Internship packet and finds:

☐ *No Legal Objection.*

☐ *Legal Objection(s) to participation.*

☐ *Legal Review is Attached*

☐ *Legal Review Comments/Objection(s) listed below:*

2. Rank (if applicable) and Name of Attorney Reviewing Packet:

Phone Number: _____ Email: _____

Installation: _____

SJA Digital Signature: _____ Date: _____

Part IV: IMCOM Review

To be completed by HQ IMCOM or CSP Regional Coordinator based on the Soldier's Commander authorizing participation in the CSP Internship/DoD SkillBridge Program

1. Name of IMCOM Representative: _____

Phone Number: _____ Email: _____

Installation: _____

Comments: (highlights of discussion points):

Digital Signature: _____ Date: _____