



## Washk12 Internship Program

# Employer Internship Packet

A Work-Based Learning Experience

Washk12 Internships  
Washington County School District  
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[www.washk12internships.org](http://www.washk12internships.org)



# ORGANIZATION GUIDE

## Washk12 Internship Program

Thank you for supporting the washk12 internship program. Our Program is designed to fill talent gap needs through our selections process of identifying, recruiting & qualifying the right intern.

In return, our students gain real world and/or research experience in their chosen field while earning academic credit. ***Employers only commit to interviewing qualified candidates. Upon completion of the interview, employers are encouraged to extend an internship offer as they feel the student intern candidate is an appropriate company fit.***

### TYPES OF INTERNSHIPS

#### Unpaid/Paid Internship

A student internship is an experience where a student, 11th-12th grade, works for an employer for a specified period of time to learn about a particular industry or occupation. Internship programs extend formal classroom learning into the community. Internships are linked to a related internship class, paid or unpaid (usually unpaid), time limited, connected to career goals and the SEOP, and offer opportunities to explore career options in a particular field of work.

#### Apprenticeship

Apprenticeship offers students the combination of paid, on-the-job training and related classroom training in a specified career. Apprenticeship programs are registered with the United States Department of Labor and are designed to culminate in certified journeyman-level skills attainment and nationally recognized credentials. An apprenticeship is sponsored by an employer, who is responsible for providing journeyman-level mentorship and supervision to the apprentice and seeing that the apprentice completes all required coursework.

**IMPORTANT:** Workers Compensation & Liability Insurance is the responsibility of the Washington County School District during unpaid internships only.

### APPROVAL PROCESS

To gain approval for your internship site, companies must be a registered & insured entity in good standing with the State of Utah. Sites are evaluated by the Work-Based Learning (WBL) Specialist of the Washington County School District. The WBL Specialist looks specifically for evidence that learning will take place at your site, and that the internship is not simply a part-time job. The following criteria will be used to evaluate site proposals. 1) Safety. 2) Logic of opportunity. 3) Relevance to academic pathways. 4) Mentorship provided by industry.

## **HOW THE PROGRAM WORKS**

Once the internship site has been approved, it will be added to the washk12 internship database. For a student to earn academic credit, he or she must be enrolled in the internship class by their academic counselor. The student intern is graded and faculty supervision is necessary. The WBL Specialist should contact you periodically to check on the student's progress and will send you the necessary evaluation surveys that need to be completed and returned.

## **BEFORE THE INTERNSHIP BEGINS**

- Qualified student intern candidate will contact you to request a preferred interview.
- Conduct a hiring interview with student candidate.
- Sign training agreement (It will be the students responsibility to turn the form in).

## **DURING THE INTERNSHIP**

- Assign a mentor to student from your company.
- Provide time for orientation, training and provide safety instructions.
- Approve learning objectives and assume responsibility for meaningful training and a safe workplace environment.
- Verify and sign attendance and/or time records.
- Review progress with student periodically.

## **COMPLETION OF THE INTERNSHIP**

- Student intern evaluation for.
- Step 1: Go to [www.washk12internships.org](http://www.washk12internships.org).
- Step 2: Hover your mouse over "EMPLOYERS" tab.
- Step 3: Click on "EMPLOYER EVALUATION".
- Step 4: Complete short evaluation.

## **VERIFYING HOURS**

Interns are responsible for completing 40 hours at the internship site to receive academic credit. The student is responsible for turning in training agreements, time cards, etc.

## **SEMESTER LENGTH**

Fall and Spring semesters are typically 14-15 weeks. Interns are not expected to be at the site during holiday breaks.

## FREQUENTLY ASKED QUESTIONS FROM NEW EMPLOYERS

**Q: How many hours is the internship?**

**A:** 40 hours minimum in a semester.

**Q: Can I fire an intern?**

**A:** Yes, the expectation for our intern is the same for an employee as it relates to your company policy.

**Q: Is the internship during school hours?**

**A:** Yes, We can stack a couple periods together in order to provide the student with more hours for the internship.

**Q: Is this a paid or unpaid internship?**

**A:** In general, this is an unpaid internship used for school credit and to develop professional job skills in a chosen field.

**Q: Who covers the insurance?**

**A:** Utah Senate Bill 28 states a student will not be subject to an employer's worker's compensation benefits if the student is in fact an intern under the definition of the bill. An intern is a student enrolled in a school-sponsored career exploration program under Section 53A-28-102 (or 53B-16-402 for a student sponsored by an institution of higher education) which involves both classroom instruction and work experience for which the student receives no compensation.

**Q: Who picks the intern?**

**A:** Your company. We will recruit and qualify our interns to ensure you are getting the right candidates, picking the intern is entirely up to your team.

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CTE INTERNSHIP  
Washington County School District

**STUDENT TRAINING AGREEMENT**

Student Name: \_\_\_\_\_  
last first middle

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hr/Week: \_\_\_\_\_

Intern Company: \_\_\_\_\_ Site Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

The PARTICIPANT agrees to accept, and the Parent/Guardian agrees to support the following:

1. Continue to regularly attend school and the training location. Follow all rules of the program, and to notify the school/program and employer prior to any absences.
2. Demonstrate honesty, punctuality, cooperation, proper grooming, and a willingness to learn.
3. Consult advisor and employer about any problems that arise in the course of the internship.
4. Conform to the rules and regulations of the training site, and maintain confidentiality.
5. Complete required assignments and furnish necessary information, reports, and timesheets.
6. Attend CTE Internship seminars when scheduled
7. Maintain a "C" average grade in all classes
8. If I am paid for my internship, work injuries or occupational diseases sustained or contracted in the course of my internship are covered by the employer's worker's compensation insurer.
9. If I am an unpaid intern, work injuries or occupational diseases sustained or contracted in the course of my internship are covered by the local educational agencies' worker's compensation insurer. Any additional insurance desired is the responsibility of the parent/guardian.
  - a. Should the participant require medical attention after sustaining a workplace injury a worker's compensation claim may be filed by calling Company Nurse at (888) 375-0279
10. Transportation to and from the internship is the responsibility of the parent/guardian. Under no circumstances will the participant ever transport other students in their vehicle while en route to or from the work experience.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The TRAINING SITE SUPERVISOR agrees to the following:

1. Provide a thorough orientation to the job and training site
2. Provide a meaningful, well-supervised work experience
3. Provide evaluation of performance, time for consultation with, and on-site monitoring visits
4. Keep and complete accurate attendance and/or time records as required
5. Complete participant evaluation forms and program agreement (see attached)
6. Consult the program coordinator/teacher regarding problems related to the work experience
  - a. The school district must be contacted before considering suspension/transfer/termination
7. Conform to state and federal labor laws, and provide worker's compensation coverage for paid interns

Work Site Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_