

WORK-BASED LEARNING INTERNSHIP

Washington County School District

The Washington County School District Internship Program was developed to help students investigate career choices and participate in on-site career training, and to help with successful transitions from school to careers and/or further education.

The internship program depends on a partnership relationship between the student, the school, and the community. **Student interns directly affect these partnerships, and expectations are set high so that relationships are enhanced.**

Internship Program Goals

- Provide opportunities for students to further investigate career choices they would like to pursue (job shadows may be utilized for the initial stages of career exploration).
- Demonstrate the link between high school education and future careers.
- Enable students to develop critical skills and be workforce ready upon completion of formal education/training. Internships provide a “hands-on” or observatory experience that effectively teaches the use of these skills.
- Motivate and challenge students to excel in their studies and become responsible, reliable individuals.
- Connect students with potential employers and organizations in their selected field of study.

Internship Specifics

The internship program is implemented as if a student were applying for a job. The program demands that students show initiative, follow through, and a high level of professional behavior. When considering whether to apply, the student should keep in mind that:

- The internship is linked to a related CTE class in his/her schedule. It is the practical application of that curriculum.
- The internship is in a career field related to the student’s CCRP (College and Career Readiness Plan).
- The internship class awards .50 credits per semester. Class will be pass/fail.
- Internships are usually unpaid.
- Student must be at least 16 years of age.
- Student must complete a related CTE class.
- Student must be a junior or senior in high school.

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- Fall semester applications are due at the end of 4th quarter of previous school year.
- Spring Semester applications due before the end of 1st quarter of current school year.
- It is the parent/guardian responsibility to provide transportation to and from internship site. Students are not allowed to transport one another.
- For unpaid work experiences, work injuries and occupational diseases are covered by the local educational agencies' workman's compensation as specified in Utah Senate Bill 28.

The Internship Process

Step 1: Meet with your counselor to determine eligibility and availability. Once you have met with your counselor follow the steps below to begin. The class will not be added to your schedule until you complete all the steps.

Step 2: Complete the required workshops below to qualify for a interview into the CTE Internship program. (In person)

- Workshop 1
- Workshop 2
- Mock Interview

Step 3: Once you have earned a certificate of completion from Step 2, you are eligible for a preferred interview with our business partners.

Step 4: After you have submitted your completed training agreement online, then meet with your school counselor to add the class to your schedule. You will need to provide your certificate of completion.

- Training agreement form.
- Journal entries.
- Time Cards/Skill Grid.
- Final Project.
- Employer Evaluation.

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Employer Responsibilities

- Conduct hiring interview with the student
- Sign training agreement
- Approve student learning objectives
- Provide time to orient, train and provide safety instruction
- Review progress with the student periodically
- Assume responsibility for meaningful training and a safe workplace
- Consult school supervisor regarding problems related to the work experience
- Adhere to state and federal labor laws
- Provide workers compensation coverage for students in paid experiences
- Verify and sign attendance and/or time records, as require
- d
- Work with student to coordinate work and school schedules
- Evaluate student performance (*found in the EMPLOYERS tab of washk12internships.org*)

Student Responsibilities

- Maintain high level of attendance and performance at both the school and the work site
- Maintain satisfactory grades and be in good standing with local high school Consult Work-Based Learning coordinator or supervising teacher, as well as the employer, about any concerns or problems
- Attend work site according to the Internship Agreement
- Use transportation approved and/or provided by parent
- Dress appropriately for the work site, including all appropriate safety clothing and equipment
- Demonstrate honesty, punctuality, cooperative attitude, proper grooming and dress and willingness to learn
- Conform to rules, regulations, and safety standards of the training site and maintain confidentiality
- Complete required assignments and furnish necessary information, reports and time sheets
- Notify employer/supervisor and Work-Based Learning coordinator prior to absences

Work Based Learning Counselor Responsibilities

- Serve as coordinator to all parties involved in the internship
- Issue grade and credit for successful completion of requirements
- Insure all written work and forms are complete and received
- Conduct monthly training site visits and/or work site contacts
- Assist student in achieving educational goals as stated in the SEOP
- Complete necessary paperwork and monitor student progress in cooperation with student and work site supervisor
- Verify safety standards in the workplace
- Monitor student internship hours regularly, collect time cards at least monthly
- Maintain open communication with student, parent and employer

Parent Responsibilities

- Approve and support the student's participation in the internship
- Provide or arrange for transportation
- Discuss internship experiences with student

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STUDENT TRAINING AGREEMENT

Student Name: _____
last first middle

Phone: _____ Email: _____

Start Date: _____ End Date: _____ Hr/Week: _____

Intern 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: _____

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STUDENT INTERNSHIP TIMESHEET & SKILLS GRID

STUDENT NAME: _____ SCHOOL: _____

WORKSITE: _____ CAREER: _____

Directions: Complete form with your worksite mentor and upload timesheet to the website
washk12internships.org
Due dates: Mid-Term & End of quarter
Minimum hours: 23 per quarter

Date:	Hours:	Date:	Hours:	Specific Job Skills: List the new skills and duties you obtained during this internship period. Be specific.
11/19/17	1.5			Example: Observed x-ray exam procedure and coordinated insurance with a secondary provider.

Total Hours _____

Mentor Signature _____ Student Signature _____

The Washington County School District is committed to providing educational and employment opportunities to students without regard to race, age, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Title XI of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act.