

Student Name: _____

School/Program: _____



Internship Program

School Year 2018-2019

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INTERNSHIP TYPES & QUALIFICATIONS

Placement activities can be paid or unpaid depending on the type, skill level of student, and employer.

Type	Scheduling Options
<p style="text-align: center;">Job Shadow</p> <ul style="list-style-type: none"> • Provides opportunities for students to observe adults in work settings, learn the requirements of various jobs, understand the type of work-related tasks required in the chosen career field, and experience the flow of a typical workday • Short-term (generally no more than 3-5 hours at any one worksite) 	<ul style="list-style-type: none"> • During regular lab hours • During academic classes with teacher recommendation • During non-school hours
<p style="text-align: center;">Unpaid Internship</p> <ul style="list-style-type: none"> • Application and interview process • Student obtains position related to his/her career-technical program • 15 hours per week (weekends can be included) 	<ul style="list-style-type: none"> • During regular lab hours • During academic classes with teacher recommendation • During non-school hours
<p style="text-align: center;">Paid Internship</p> <ul style="list-style-type: none"> • Application and interview process • Student, employer, parent, & Tolles establish work schedule prior to start of experience • 15 hours per week (weekends can be included) 	<ul style="list-style-type: none"> • Student can begin work once he/she has completed at least half of the career-technical program or when coursework necessary to begin the job has been completed • Student work schedule can be adapted by the employer/sponsor based on the need • Flexible based on student's academic schedule: <ul style="list-style-type: none"> ✓ ½ day school/½ day work ✓ other variations

Students must meet several criteria to be considered for any placement activities.
Applications will be holistically assessed using the following guidelines.
The coordinator will make final determinations on placing students.

Criterion	Details
Attendance	95%
Discipline	Major categories – no record Minor categories – short record Must pass employer background check, if applicable
Academics	2.5 GPA Maintain C or better in all classes (based on report card grades)
Instructor Recommendation	Student should request recommendation from career-tech instructor
Transportation	Students are responsible for their own transportation
School Fees	Students must have all school fees paid or be current in a payment plan, if applicable

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Program Policies

Program Description

The Internship Program is designed to allow students the opportunity to gain experience in a career field of their interest. Students attend school for their necessary classes and then travel to their internship.

Student Qualifications for Internship Program

Grades and attendance are the two main factors considered for qualifying for an internship. In addition, students must obtain a suitable internship, have transportation to and from work, and meet various other criteria. Specifically,

1. Students must be in 12th grade and necessary academic qualifications.
2. Students must be eligible (academically on-track) to graduate in the spring.
3. To begin an internship a student must have finished the previous semester with:
 - at least an “A” in career-tech lab and related coursework*,
 - at least a “C” in all academic subjects , and
 - 95% attendance or better (excused and/or non-excused days).
 - The grade and attendance requirements must be maintained while participating in internship program. Failure to do so can result in removal from the program.
4. All fees must be paid in full.
5. Students must have the recommendation of their instructor and administration for acceptance into the Internship Program.

*In some circumstances, students may be exempted from career tech lab and related coursework grade requirements at discretion of their career-tech instructor and director, or may not be part of a career-tech program.

Wages and Reporting

This is a matter between each student and employer; however, wages must be at least the state minimum wage which is currently \$8.30/hour, in most cases. In some cases, employment on a volunteer/internship basis is also approved for the program.

All of the money students earn is theirs to keep; the only involvement of the school in this area is that students must submit a weekly report of hours and wages to their internship coordinator. This is needed to verify hours for attendance purposes, for evaluation, and for a state-required report which must be submitted each year by Tolles Career & Technical Center.

Finding Employment

Students can work with their instructor and internship coordinator to find appropriate employment, however, it is primarily the responsibility of the student to find a qualifying job if they wish to participate.

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Work Hour Requirements

Students must work a minimum of 15 hours/week in some combination of job hours and career-tech lab hours in order to fulfill graduation requirements for placement. For job shadowing or unpaid internships there's flexibility. Job hours can be worked anytime during the week when students are not scheduled for academic classes, including the weekend. Internship coordinator has the right to require students to attend their lab for continuing instruction. There is no maximum number of hours allowed other than the limits which are established for 16/17 year olds under Ohio law (such as not working past 11 p.m. on a night when there is school the next day, and complying with work permit requirements).

What types of jobs will qualify for Internship Program?

The job site must be directly related to student's career path and provide advanced learning opportunities similar to what you would be learning if you were in the classroom for the full day. Just because a job is in a related area to your program does not mean it will qualify for an internship. The final decision as to whether or not a job will qualify will be made by you're the internship coordinator and the administration.

STUDENTS SHOULD NOT COMMIT TO WORK DURING THE SCHOOL DAY UNTIL FULLY APPROVED BY TOLLES CAREER & TECHNICAL CENTER.

Expectations during internship participant:

The Student Trainee agrees to:

1. Conform to the regulations set forth by school, coordinator, and employer.
2. Perform all duties in a manner which will satisfy the requirements of the employer and school.
3. Notify employer and coordinator in advance when absent, and not report to work if absent from school without coordinator's permission.
4. Not accept other employment which will conflict with internship program employment.
5. Remain on the job and not terminate employment unless approved by internship coordinator and administration.
6. Acknowledge that poor job performance may affect grades.
7. Attend school during any period of unemployment or shortage of hours.
8. Participate in the approved career technical student organization.
9. Meet with internship coordinator and submit a Weekly Report of Hours and Wages.
10. Maintain grade and attendance eligibility requirements and participate in graduation requirement preparation as needed.
11. Acknowledge that participation in internship program employment is a privilege and may be terminated if the terms and conditions of this agreement are not upheld.

The Parents/Guardians agree to:

1. Assume responsibility for the personal conduct of the student.
2. Assume responsibility for the transportation of the student to and from the place of employment. Lack of transportation is not a valid reason to be absent from work or school.
3. Assist school in the successful completion of this training program.
4. Recognize that participation in the Internship Program is a privilege and may be terminated if the terms and conditions of this agreement are not upheld

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Overview of Procedures

To Begin Internship:

1. Student obtains Internship Program Packet form in from Internship Coordinator and obtains necessary signatures on the parent/guardian consent form and eligibility form (pages 11-14 of this packet). Upon completion of the forms, the student returns the forms to the Internship Coordinator to determine basic eligibility (grades and attendance).
2. If student meets basic eligibility requirements, the student may request absences due to interviews using Pre-Employment School Release Form (page 7).
3. Once the student is offered employment, the student must notify the Internship Coordinator. The coordinator will then contact the employer to set up a visit to determine site appropriateness and discuss the Student Training Plan (see attached form) based upon program competencies. The coordinator and employer will then set a start date for the student and review the "Employer Procedures".
4. All parties (Employer, Student, Parent, Coordinator, and Director) sign the Employment Agreement.
5. Once a start date has been determined, the student will meet with Internship Coordinator to discuss the procedure for signing out and to make any necessary schedule changes.
6. Student begins employment on assigned start date.
7. Internship Coordinator completes routine site visits, discusses student performance and completion of competencies with employer (use Student Employee Progress Report form). The student will submit Weekly Report of Hours and Wages (page 15) to the internship coordinator.

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Information for Employers

RESPONSIBILITIES OVERVIEW:

- Meet with Internship Coordinator prior to student start date to design Student Training Plan and sign Employment Agreement
- Provide the student employee job orientation and training according to the Training Plan
- Review and sign student's Weekly Hours/Wage Report
- Provide evaluations to Internship Coordinator. Coordinator will provide due dates reflective of interim and quarter grading period dates
- Contact Internship Coordinator immediately when there is a performance issue or other concern with student employee.

PROCEDURES:

Pre-Employment:

1. Meet with Internship Coordinator during a work site visit to develop training agreement for the student
2. Receive a copy of Employer Responsibilities and Procedures
3. Set start date for the student in cooperation with Internship Coordinator
4. Review and sign the Program Employment Agreement

During Employment Period:

1. Review and sign student's Weekly Hours/Wage Report.
2. Maintain a work schedule consistent with the student's training plan and arrangements made with Internship Coordinator. If you do not have enough work to occupy the student as planned, notify the coordinator so that the student can make up the missing hours in his or her school day.
3. Provide completed evaluation of your student employee's performance according to interim and grading periods.
4. Notify Internship Coordinator immediately of any concerns regarding student employee's work performance

Performance Issues:

1. If a student employee is having performance or attendance issues, contact the Internship Coordinator as soon as possible.
2. If performance issues are unresolved or necessitate termination, inform the student of your decision to terminate employment, and contact the Internship Coordinator to provide the written evaluation and termination date.

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Internship Coordinator Checklist

Student Name: _____ CT Program: _____

Please initial and date in the blanks as each item is completed. Students may not leave lab for work until the Employment Agreement has been signed by all parties.

_____ Student Eligibility form has been signed

_____ Student's potential employer has been contacted and a work site visit has been scheduled

_____ A work site visit has been made
 Date of Visit: _____
 Time of Visit: _____

_____ A Student Training Plan has been developed during the work site visit in cooperation with employer. The agreement aligns with the curriculum and career pathway.

_____ Sign Student Employment Agreement
 Student Start Date: _____

School Year Visits - Minimum of 2 visits per quarter are required while student is out of lab on CAP placement

Grading Period	Date	Time	Comments

This form is to be submitted to the program director yearly at teacher check-out or when the student's employment ends (whichever comes first).

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Pre-Employment School Release Form

TO: Instructors, Directors, and Parents

FROM: Internship Program Coordinator

RE: Student Employment Visit

_____ has requested permission to be released from school on _____ to visit _____ for:

- Interview
- Pre-employment Testing
- Orientation
- Job Shadow
- Other: _____

Please sign in the appropriate place showing you are aware of the day of absence from school and that the student has your permission.

Career Technical Instructor

Internship Coordinator

Parent/Guardian

Academic Instructor

Academic Instructor

Academic Instructor

This form must be signed and returned to the Attendance Office BEFORE the day of the visit.

VERIFICATION OF VISIT

Job Site Official's Signature

Title

Date

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Student Training Plan

The student training plan is to be developed by the Instructor, Coordinator and the Employer prior to the student start date. The plan outlines all competencies that would be taught in the classroom and the level of attainment expected. The Instructor, Coordinator and Employer will determine if the competency will be covered during the student’s employment and to what level of achievement the student attained on the specific competencies. For all competencies that are not covered during the student’s employment, a plan must be developed to ensure the coverage of those competencies by the Instructor.

During the work site visit the Coordinator and Employer will determine if the competency is able to be addressed by the employer. In the Employer Addresses column, circle “Y” for yes if the employer is able to address the competency and “N” for no if they are not. For all competencies with an “N” circled, the instructor must develop a plan with the student to ensure attainment of those specific competencies. For all competencies already addressed in previous school lab time please circle “PC” for previously covered.

Throughout the student’s employment, the Coordinator will work with the Employer to determine the level of attainment by the student for each competency the employer has agreed to address. Please use the scale below to determine that level and circle the appropriate level beside the competencies in the Level of Student Attainment column.

- 4 = Excellent (Student can perform task accurately with no supervision)
- 3 = Good (Student performs task but may need some supervision or assistance)
- 2 = Fair (Student has only performed task under direct supervision)
- 1 = Minimal (Student has only observed task being completed)
- 0 = Not Skilled (Student has had no exposure to task)

Competency	Employer Addresses?	Level of Student Attainment
	Y N	4 3 2 1 0
	Y N	4 3 2 1 0
	Y N	4 3 2 1 0
	Y N	4 3 2 1 0
	Y N	4 3 2 1 0
	Y N	4 3 2 1 0
	Y N	4 3 2 1 0

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Weekly Report of Hours and Wages

Student completes and submits this form to the Internship Coordinator on Monday each week.

FAILURE TO PROPERLY COMPLETE AND SUBMIT MAY NEGATIVELY IMPACT YOUR GRADE FOR THE WEEK, AND CAN RESULT IN LOSS OF JOB.

Student: _____ Program: _____

Company: _____ Phone: (_____) _____

Director: _____

	HOURS WORKED			TASKS PERFORMED	S	U
	Start	End	Total			
Sunday Date						
Monday Date						
Tuesday Date						
Wednesday Date						
Thursday Date						
Friday Date						
Saturday Date						
WEEKLY TOTAL: _____ X _____ = _____ (Hourly Wage) (Weekly Earnings)						

Student Comments:

Student's Signature: _____ Date: _____

Employer's Comments and Verification:

Employer's Signature: _____ Date: _____



**INTERNSHIP PROGRAM
STUDENT EMPLOYEE
PROGRESS REPORT**

Student Employee: _____

Company Name: _____

Career Tech Instructor: _____

Completed by: _____

Evaluator: Please check the column that best describes the student. The Evaluations must be completed the last week of the quarterly grading period and will be picked up by the Internship Coordinator. Please do not return forms with students. Please feel free to call the coordinator to discuss any questions or concerns with evaluating the student.

Employability Competencies	Always	Usually	Sometimes	Rarely	Never	Comments
Displays Positive Work Attitudes						
Organizational Skills						
Teamwork/Collaboration						
Interpersonal Communication						
Attendance/Punctuality						
Follows Policies & Procedures						
Self-Management/Work Ethic						
Uses tools/Equipment Properly						
Dresses Appropriately for Job/Hygiene						

Competency Progress	Excellent 4	Good 3	Fair 2	Minimal 1	Not Skilled 0	Comments

Evaluator Signature: _____

Date: _____

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Parent/Guardian Consent Form

Your child has applied to and been selected for the Internship Program offered by _____ (“BUSINESS”) through Tolles Career & Technical Center. This document is intended to give permission for your child to participate in the Internship Program, realizing that each student must provide his/her own transportation to and from any of the Internship Opportunity site(s), that your son/daughter must meet the program and application requirements to be accepted for the Internship Program, and that employees and supervisors at the internship site(s) are not Tolles’ employees and may not have undergone criminal background checks.

Permission to Participate

_____ (print child’s name) (“student”) may participate in the Experiential Learning Opportunity provided in partnership with BUSINESS.

_____ Yes _____ No

Permission to Travel

Transportation is not provided by Tolles as a part of the Internship Program and is the responsibility of the parent and/or student. If the student will be driving to the internship, as the parent/legal guardian of the above-named student, I hereby give consent for my child to drive a private vehicle to and from the internship. I acknowledge that he/she is licensed to drive under the laws of the State of Ohio and agree to advise my child’s school immediately if his/her driving privileges are suspended, revoked, or have expired without a timely renewal. I agree to have automobile insurance for any auto driven by student.

_____ Yes _____ No

As the parent/legal guardian of the above named student, I hereby consent to allow him/her to ride with another student to the Experiential Learning Opportunity.

_____ Yes _____ No

Experiential Learning Opportunity Vehicle Verification

Student’s Driver’s License # _____ License Plate # _____

Insurance Company _____ Car Make/Model _____ Year _____

Policy Number _____

Photo Release

I grant permission for my son/daughter to be photographed or videotaped for promotional and educational purposes while participating in this program.

_____ Yes _____ No

Medical Authorization and Insurance Information

Should it be necessary for my son/daughter to have emergency medical treatment while participating in this program, I hereby give the personnel of Tolles and/or BUSINESS permission to use their best judgment in obtaining medical services for my child, and I give permission to the physician selected to render whatever medical treatment he/she deems necessary and appropriate.

_____ Yes _____ No

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Parent/Guardian Consent Form (cont.)

Permission is also granted to release emergency contact/medical history to the attending physician or to the Internship Program personnel, if needed.

_____ Yes _____ No

Health Insurance Company _____

Name of Policyholder _____

Identification Number _____ Account Number _____

Name of Parent/Legal Guardian _____ Phone _____

Family Doctor _____ Phone _____

Does your son/daughter require any special accommodations because of medical conditions, disabilities, or other restrictions?

_____ Yes _____ No

If yes, please explain:

I hereby agree to waive and release any and all rights that I, my child, or our representatives may have to pursue any claims, including negligence or any other claims, against the Tolles Board of Education, its employees and individual board of education members resulting from illness, disease, injury, death, or loss of personal property, including resulting attorney fees, that may result from my child's participation in the Internship Program.

I further agree to indemnify and hold harmless the Tolles Board of Education, its employees and individual board of education members from any claims, including negligence or any other claims, resulting from illness, disease, injury, death, or loss of personal property, including resulting attorney fees, which I or my child might bring, or which might be brought on my behalf or on behalf by others, or which might be made against either me or my child by others, arising from my child's participation in the Internship Program.

Signature of Parent/Guardian

Date



INTERNSHIP PROGRAM EMPLOYMENT AGREEMENT

The following EMPLOYMENT AGREEMENT will be read, understood, and signed by all parties prior to the employment beginning.

Name of Employer/Business

Street Address

City State Zip

()

Phone

Employment Supervisor/Position Title

Worker's Compensation Policy #

ALL PARTIES AGREE THAT:

- 1. The term of the employment is for the current school year
2. An internship program training plan consistent with the student's career objective...
3. Adjustments in employment may be necessary depending upon student progress...
4. The internship coordinator reserves the right to transfer or withdraw the student...
5. The student will be employed a minimum of 15 hours per week throughout the term of the employment.
6. All policies and procedures shall be in accordance with all applicable local, state, and federal laws...

THE STUDENT TRAINEE AGREES TO:

- 1. Conform to the regulations set forth by school, internship coordinator and employer.
2. Perform all duties in a manner which will satisfy the requirements of my employer and school.
3. Notify in advance my employer and internship coordinator of my absence and not report to work if absent from school without my coordinator's permission.
4. Not accept other employment which will conflict with my internship program employment.
5. Remain on the job and not terminate my employment unless approved by internship coordinator.
6. Acknowledge that termination of employment due to poor performance or other reasons may result in a failing grade.
7. Work in lab during any period of unemployment or shortage of hours.
8. Participate in the approved career technical student organization.
9. Meet with internship coordinator and submit a Weekly Report of Hours and Wages.
10. Maintain grade, attendance, & graduation requirements.
11. Acknowledge that participation in internship program employment is a privilege and may be terminated if the terms and conditions of this agreement are not upheld.

Student's Name Program

Y N

Date of Birth Work Permit on File (If required)

Job/Position Title

THE PARENTS/GUARDIANS AGREE TO:

- 1. Assume responsibility for the personal conduct of the student.
2. Assume responsibility for the transportation of the student to and from the place of employment.
3. Assist school in the successful completion of this training program.
4. Recognize that participation in the Internship Program is a privilege and may be terminated if the terms and conditions of this agreement are not upheld.

THE INTERNSHIP COORDINATOR AGREES TO:

- 1. Observe the student on a regular and frequent basis at the training station.
2. Assist the employer, student and parents in ensuring the progress and success of the student in his/her employment.
3. Enforce attendance and disciplinary actions as based on school policies.
4. Consult with all parties involved before making adjustments in employment.
5. Notify the employer when disciplinary action (i.e., suspension, ACP assignment or expulsion) results in not reporting to work for a period of time.

THE EMPLOYER AGREES TO:

- 1. Employ the student on the job for the purpose of providing work orientation and training of instructional value according to the training plan.
2. Evaluate the student's performance periodically as requested by school.
3. Cooperate with the Internship Coordinator in the advancement of the student's training.
4. Provide the student with the same consideration given other employees regarding safety, health, general working conditions, benefits and other conditions and regulations.
5. Provide employment in accordance with local, state and federal laws and regulations.
6. Contact internship coordinator for a conference should any concerns arise regarding the student's performance prior to any action which may lead directly to the termination of employment of the student.
7. Prohibit the student from working if he/she has not attended school that day unless prior arrangements have been made with coordinator.
8. Pay the student a wage of \$ per.

Student Date

Parent/Guardian Date

Employer Date

Internship Coordinator Date

Director Date