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|  **Wilkes County Schools**Career & Technical Education  |
| Student Internship Handbook |
| For more information, please contact:Amber FaliseCareer Development CoordinatorWilkes County Schools613 Cherry StreetNorth Wilkesboro, NC 28659(336) 651-7009 (office)(315) 532-2275 (cell)falisea@wilkes.k12.nc.us |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term/YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wilkes County Schools

Career and Technical Education Internship

  

INTERNSHIP PROGRAM

**Overview**
Our internship program is an extensive 135 hour educational experience to which the student devotes a period of time learning in an occupation directly related to his/her anticipated career choice. The student will report to a sponsoring company to observe, participate in daily operations, develop direct contact with personnel, ask questions about particular jobs and functions, and perform certain tasks for the employer. The internship position may be paid or unpaid and course credit may be awarded upon successful completion of the internship. Credit may be earned at the honors level. Child labors laws must be observed with respect to acceptable work and hours.

**Purpose**

The primary purpose of an internship is to allow the student to explore his/her chosen career and ultimately be able to make more informed decisions about post-secondary plans. A training plan will be developed which will state competencies to be achieved and tasks that the student will complete to demonstrate mastery gained from the internship experience. General objectives include:

The student will:

1. narrow and/or confirm occupational interest areas,
2. develop improved work habits,
3. improve communications and interpersonal skills,
4. develop an awareness of the community’s resources and occupations in the world of work, and
5. set realistic goals based on first-hand experiences.

**Benefits for Students**

Through participating in an internship, students will benefit in these ways:

* Students will have the opportunity to learn useful employment skills through on-the-job experiences.
* The Career Development Coordinator will assist the student in developing both general and specific employability skills and attitudes.
* A written training plan will be developed to assist the student in obtaining the greatest benefit from the workplace experience.
* Students will develop a better understanding, appreciation, and respect for work and workers.
* Students’ post-secondary planning will be enhanced through linking their on-the-job experiences with their educational and career plans.
* Student will be exposed to the opportunity to develop a network of people who can be helpful in future job searches.

**Benefits for Employers/Community**

In addition to benefiting students, employers and our community will benefit in these ways:

* Employers play a significant role in helping prepare students for success in the world of work.
* Employers can “grow” their future employees by helping high school students with work-based learning.
* Employers are under no obligation to pay wages; students seek to gain first-hand employment experiences that will help them make better post-secondary choices.
* Direct student development to meet industry needs.
* Evaluate potential employees in work environments.
* Profit from current generational skill sets and new ideas.

**Benefits for School**

Through participating in an internship, our school system will benefit in these ways:

* Increased college placement and employment of graduates.
* Improved student achievement.
* Additional opportunities for effective business partnerships.
* Additional opportunities to implement diversity education, such as exposure to non-traditional fields.
* Integration of academic instruction with actual work and life experience.
* Improved attendance and reduced dropout rates.

**Indicators**

Students will:

* Apply academic and technical knowledge and skills accurately to be a productive worker.
* Demonstrate the interpersonal skills necessary to be an effective team member.
* Utilize problem-solving techniques and decision-making techniques to effectively resolve issues in the workplace.
* Demonstrate mastery of competencies in specific occupations to be a responsible worker.
* Adhere to and apply safety, health, and environmental practices at work to be a responsible worker.
* Apply goal-setting strategies to improve career development skills.
* Describe the connections between educational achievement and lifelong learning in order to evaluate career options across career pathways.
* Demonstrate the ability to adapt to change in technology at the workplace to be a productive worker.
* Update and prepare portfolios for presentation in order to showcase academic and technical skills for employment.

INTERNSHIP ELIGIBILITY CRITERIA

Standard Level Internship

* The student must be sixteen years old and have junior or senior status.
* Participants must have completed two Career and Technical Education classes.

Honors Level Internship

* The student must be sixteen years old and have junior or senior status.
* Participants must have completed two Career and Technical Education classes.
* Students must have the recommendation of a school counselor, principal approval and parental permission.

INTERNSHIP PROGRAM AGREEMENT

**The Student agrees:**

* To follow the expectations of the Internship Program which includes completing 135 hours on the job or receive a grade that reflects the completed number of hours and assigned coursework;
* Observe all company rules and other requirements identified by the employer/sponsor;
* To visit the Internship Sponsor's work place in accordance with the schedule established by the Career Development Coordinator and Sponsor, shadow the assigned mentor, and engage in work experience/training activities under the supervision of the mentor assigned by the Internship Sponsor;
* To satisfactorily complete the tasks/competencies listed on the Training Plan;
* Arrive at the workplace properly dressed;
* To report promptly to their work-site each day and work in an industrious and productive manner until you are supposed to leave. Students may not change their internship schedule without the permission of the Career Development Coordinator. If students do not report to their worksite each day they are scheduled and stay until the time they are scheduled to leave, it may result in “skipping” and the school skipping rules will be enforced.
* To meet with the Career Development Coordinator twice monthly at minimum and report any problems or concerns that arise regarding the internship immediately;
* To respect and maintain the confidentiality of any confidential or privileged information of the Internship Sponsor received by the intern during the internship experience;
* That interns may be removed from the program at the will and pleasure of the Internship Sponsor and the Career Development Coordinator for any cause; including, but not necessarily limited to: dishonesty, inefficiency, lack of interest, poor attendance, or failure to comply with school or Internship Sponsor regulations and that if removed from the program, the student may be given a failing grade for the internship experience;
* To notify my Internship Sponsor and Career Development Coordinator should accident, illness, or appointment cause me to be absent from my internship.
* To provide their own transportation to and from their internship site;
* To complete weekly time sheets provided by the Career Development Coordinator.

**The Sponsor agrees:**

* To provide an internship experience that will introduce the intern to specific job competencies/tasks;
* To ensure that provisions of the Fair Labor Standards Act are not violated and the student intern doesn't go into any prohibited, hazardous situations nor become involved in close observation of any prohibited or hazardous work. (For example, allowing a student to observe closely or take part in the manufacture or storage of explosives, power-driven woodworking machines, roofing or excavation operations or exposure to radioactive substances might subject the sponsoring employer/mentor to sanctions from the Department of Labor);
* Provide guidance in career-decision making processes for students;
* To ensure that the student's internship activity will be supervised by experienced and qualified persons and that any training experiences will be performed with appropriate safety instructions;
* To notify the Career Development Coordinator if difficulties arise or changes are necessary in the intern's plan;
* To sign and verify the intern’s timesheet weekly;
* To assist the Career Development Coordinator and intern in developing a training plan;
* To complete an intern evaluation two times each semester;
* To not discriminate against any applicant or intern on the basis of race, religion, national origin, sex, age or disability with respect to any term or condition of the internship experience;
* To allow the Career Development Coordinator to make site visits as needed.

**Wilkes County Schools will:**

* Provide guidance, counseling services, and education to support students internship experiences and career pathway decisions;
* Participate in progress reviews and student evaluations to maximize the internship experience;
* Contact Internship Sponsors and conduct site visits on an as needed basis to support the intern, assess the progress of their experience, and to strengthen the relationship between the education and business communities;
* To prepare with the assistance of the Internship Sponsor a training plan which shall be used as a basis for evaluating the student's performance in the program;
* To monitor the student's progress in school and keep up-to-date files on the student's internship experience, including hours spent on the internship site, internship evaluations, etc.;
* To work out or attempt to solve any difficulties that may arise which relate to the internship experience;
* To evaluate the student's performance and, if necessary or appropriate, to terminate a student's participation in the Internship Program; and

**The Student Intern’s Parent or Guardian will:**

* To work cooperatively with the Career Development Coordinator and Internship Sponsor to provide guidance and support for the student in all work experiences related to the Internship Program;
* To accept responsibility for providing the student with a means of transportation to and from his/her internship site;
* Provide medical insurance information including the name and policy number of insurance coverage for this student.

This is to acknowledge that we, the undersigned, have read and understand the terms and conditions of this agreement and the Internship Program.

**STUDENT:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature Date

**PARENT:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature Date

**INTERNSHIP SPONSOR:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature Date

**CAREER DEVELOPMENT COORDINATOR:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature Date

EMERGENCY CONTACT/MEDICAL INFORMATION & PARENTAL PERMISSION

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| STUDENT INFORMATION |
| Student Name: |
| Name of Insurance Company: |
| Policy #: |

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| PARENT INFORMATION |
| Parent/Guardian Name: |
| Contact Number: | Alternate Number: |
| Email: |

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| EMERGENCY CONTACT INFORMATION |
| Name: |
| Contact Number: |

I, the parent/guardian, give my child permission to participate in the Wilkes County Schools CTE Internship program in the above business/agency/industry, and I agree to the following:

* Encourage and support my child in this work-based learning experience.
* Understand that if he/she does not fulfill the terms of the internship agreement (required hours and assignments), he/she may receive a grade of “F” which carries zero (0) credit.
* Provide transportation for my child to and from the worksite (student vehicle or parent transport).
* Notify the Career Development Coordinator of any problems that arise that might jeopardize his/her completion of the internship.
* Acknowledge that I will be notified by the school Career Development Coordinator or business should a medical emergency occur during my child’s participation in the internship.
* Acknowledge that there are or may be risks associated with the duties and tasks associated with the internship and agree to release Wilkes County Schools and any representatives of the School System, the above business/agency/industry from any claims, debts, dues, or causes of action that may arise from my child’s participation in and transportation to and from this internship.
* I am acquainted with the purpose of the internship program and understand that it is an activity endorsed by the Wilkes County School System.

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

 STUDENT PERMISSION TO DRIVE

# Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My son/daughter has permission to drive his/her vehicle to and from campus for the period in which they are registered for CTE Internship. My child is not permitted to leave campus in accordance with school policy at any other time without my permission.

I understand and agree that it is of utmost importance that my son/daughter, while driving to, from, and working at, any school-sponsored activity obey all Department of Motor vehicle as well as school rules and regulations.

\*\*When school is delayed or released early due to hazardous road conditions/inclement weather, students are not required to attend their internship site. Student who choose to attend their internship on that day are doing so at the discretion of their parent/guardian.

I agree not to hold the school, the school system, any of its constituents, or representatives responsible for any damage which may occur to the vehicle my son/daughter is driving. Initials \_\_\_\_\_\_\_\_\_\_

Please select one of the following.

* My son/daughter *does not* have permission to transport any other student to or from their internship site.
* My son/daughter has permission to transport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to and from their internship site.

***Allowing students to drive to and from school-sponsored activities is subject to denial by the school administration or the Wilkes County Board of Education****.*

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 WORKSITE CONFIRMATION

This notice confirms the placement of a Wilkes County Schools students in your business/industry for the purposes of a CTE Internship. Thank you for participating in this career development opportunity.

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| STUDENT INFORMATION |
| Student Name: |
| Contact Number: | Email: |
| High School: |
| Beginning Date of Internship: | Ending Date of Internship: |

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| WORKSITE INFORMATION |
| Name of Site: |
| Site Address: |
| Supervisor Name: |
| Contact Number: | Email: |

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| WCS CONTACT INFORMATION |
| Career Development Coordinator: Amber Falise |
| Contact Number: 315-532-2275 (cell) | Email: falisea@wilkes.k12.nc.us |

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| ADDITIONAL WCS CONTACT INFORMATION |
| School Counselor: |
| Contact Number:  | Email:  |

 RELEASE FORM

Each intern and their parent/legal guardian must agree to the following terms to participate in the Student Internship Program:

1. Release Form

The staff of the internship program and all community intern sponsors will make every effort to insure the health, safety, and welfare of all student interns. In the event of an accident, illness, or emergency, no community sponsor, employee of the sponsor, or of the Wilkes County Schools shall be liable for any injury, loss, damage, delay or curtailment, however caused, or the consequences thereof, which may occur during any portion of the internship program. I have read the above paragraph and accept the statements set forth.

1. Confidentiality Statement

While serving as an intern for Wilkes County Schools, I understand that it is my legal and ethical responsibility to keep all information obtained during my internship in complete confidence forever.

I promise to adhere to this policy of confidentiality. I understand that the credibility of my/the student’s internship will be directly affected by my adhering to this policy. I also understand that breach of confidentiality will result in immediate termination of the internship and a failing grade on my transcript.

I agree to the above two (2) items.

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

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

**Consent to Release Pictures/Statements**  *(OPTIONAL)*

Photos or interviews may be made of me/my child during the internship to promote the program. This statement authorizes the taking and release of pictures/statements held by Wilkes County Schools pertaining to internship.

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

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