

## Students

### Internships and Shadowing

#### I. Purpose

This policy provides for safe and successful internships and shadowing opportunities which advance student learning.

#### II. General Statement of Policy

The school district values and supports internships and shadowing that allow students to learn while exploring careers and workplace opportunities. Internships and shadowing are unpaid partnerships between the district and a business or government agency and may be initiated by the district, business or government agency, or student. The experience will be coordinated by the high school principal or their designee, and will be approved jointly by the high school principal and the superintendent or his/her designee. Internship and shadowing opportunities will only be made available to high school students.

#### III. Definitions

##### A. Internship

An “internship” means activities that involve actual work experience and connect classroom learning to workplace learning. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths, and give employers the opportunity to guide and evaluate talent.

##### B. Shadowing

“Shadowing” means activities that involve students accompanying professionals in their work environment with the purpose of connecting learning with gained insight into the roles and functions of the work. Shadowing gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths, while giving employers the opportunity to guide and develop talent.

##### C. Business or Government Agency Partner

“Business or government agency partner” (“Partner”) means the entity with whom training occurs for a particular occupation, or simulates all aspects and elements of a work experience.

#### D. Student Records

“Student records” means the educational records which relate to the student and are maintained by the school district or by a party acting for the district.

#### E. Insurance Coverage

“Insurance coverage” means insurance benefits for work injuries and occupational diseases sustained during or as a result of the internship or shadowing.

#### F. Internship/Shadowing Proposal

“Internship/Shadowing Proposal” means a request for a possible internship/shadowing designed and developed by a partner or student, to be considered for approval by the district.

#### G. Learning Plan

The “learning plan” defines the outcomes of an internship/shadowing, including identifiable course credit, educational competencies, and the goals and objectives of a student’s experience. The learning plan is agreed upon between the school, the student, and the partner.

A learning plan needs to be developed for each participating student, and will include the responsibilities of the work-site mentor (as applicable), the student, and the district. It will identify what each party will contribute to and receive from the experience. Individual teachers may develop standards or rubrics for student assessment. A system will be developed for student accountability (e.g., signing out from school and signing in at a worksite).

### IV. Procedures

#### A. Approved Internships/ Shadowing

Internship or shadowing opportunities are posted internally when available through a specific class. For students creating their own internship opportunities during May term, they should utilize the application found online.

#### B. Internship/Shadowing Proposal

An internship/shadowing proposal must be developed for any internship/shadowing experience not designed by, or previously approved by, the district. The high school administration will make the proposal form available to students and potential partners. The high school principal or designee must approve the proposal before a learning plan is developed.

#### C. Internship/Shadowing Learning Plan

The learning plan is jointly approved by the student, the partner, and the district or site. The student, with support – as requested – by staff, will author the plan. The

high school principal or designee will approve the learning plan on behalf of the district. A learning plan must be approved by the district prior to beginning the experience.

1. The learning plan will include:
  - a. Alignment with the school's course offerings and educational competencies;
  - b. The goals and objectives of the experience;
  - c. The desired skills and knowledge transferable to the work force and/or future learning; and
  - d. The staff member who will coordinate the experience.
2. The high school principal or designee will complete the district's component of the learning plan. This component will include assured compliance with all district policies and curricular requirements; specifically, the requirements for on-site supervision, and the Minnesota Department of Education's requirements for student class time.

#### D. Partnership Agreement

1. The partner and the district will enter into an agreement for the specific internship/shadowing described in the learning plan. The high school principal or designee will approve the agreement on behalf of the district.
2. The partnership agreement will include:
  - a. Direction to the student by a worksite professional with expertise in the field of experience;
  - b. A commitment to routine feedback between the workplace supervisor and designated district staff member coordinating the experience;
  - c. Worksite training necessary for the student to have a safe and successful experience;
  - d. The completion of necessary background checks for worksite supervisors, as per district policy;
  - e. For internship experiences only, the successful completion of an on-site visit by the coordinating staff member, prior to the internship's beginning;
  - f. The structure of the student's internship/shadowing schedule, as it relates to the regular school day, after school hours, or during school breaks.
  - g. The extent and length of the internship/ shadowing.
  - h. Identification of the qualified staff who will coordinate and monitor the internship/shadowing.
  - i. Include review period of partnership agreement. Review period should not exceed two years.

#### E. Awarded Credit

Prior to the internship, the amount of credit to be awarded to students for an internship/ shadowing will be determined by the district according to the district's course credit requirements.

#### F. District Policy Compliance

All partners will be required to follow district policies including, but not limited to:

1. Policy 103, Equal Education Opportunity
2. Policy 413, Harassment and Violence Prohibition, Students and Employees
3. Policy 515, Protection and Privacy of Student Records
4. Policy 911, Volunteers in the Schools

#### G. Student Insurance

The district will not provide any student insurance coverages specific to internship/shadowing experiences.

#### H. Background Checks for Worksite Mentors

1. The district requires all partners to comply with district policies related to background checks for volunteers. In particular, individuals at the business or government agency who supervise or work directly with students will be required to complete a background check. This background check could be conducted through the employer.
2. For those who have not participated in a background check through their employer, they should follow the districts volunteer background policy (Policy 911 Volunteers in the Schools). Appendix I of Policy 911 provides the cost and process for conducting a background check on volunteers. The cost of the volunteer background check is responsibility of the individual.

#### I. Transportation

The district will not provide transportation to or from internships/shadowing. When requested, the district's program coordinator will provide assistance in arranging transportation for students participating in an internship/shadowing. The student's parent/guardian will approve in writing the arrangements for the student travel to and from the internship/shadowing.

#### J. Release

The student's parent/guardian will sign a voluntary waiver releasing the district from any and all liability for personal injury, death, or property loss arising out of, or relating to, the student's participation in the internship/shadowing off school property.

## K. Program Development

The high school principal and Director of Teaching and Learning will coordinate program development of internships and shadowing. Program development will include creation of:

- Internship/Shadowing Handbook for Students, Staff and Business or Government Agency Partners
- Professional Staff Criteria
- Roles and Expectations
- Training Requirements
- Curriculum Requirements
- Eligibility and Application Process
- Internship/Shadowing Proposal
- Student Learning Plans and Agreements
- Student Product Design and Development
- Internship/Shadowing Assessments
- Coordinator's job description and duties (see Appendix I)
- Forms

### Cross Reference:

Policy 103, Equal Education Opportunity

Policy 413, Harassment and Violence Prohibition, Students and Employees

Policy 515, Protection and Privacy of Student Records

Policy 911, Volunteers in the Schools

Policy

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INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

APPENDIX I to Policy 539  
Internships and Shadowing

Role of Teacher/Coordinator (to be determined by administration)

As supervisor of the program, the teacher or coordinator generally will:

- Provide information about the program to students, parents/guardians, and employers.
- Keep the school and community informed regarding all aspects of the program.
- Set up an advisory council to promote internships/shadowing and to involve parents/guardians and business leaders in the design and implementation of the program.
- Identify potential internship/shadowing sites, contact persons, and hosts.
- Visit training sites to meet personnel, observe the work performed at the worksite, and confirm appropriate safety practices, training and background checks.
- Provide orientation for parents/guardians and students.
- Select dates for internship/shadowing experiences.
- Guide students in researching background on the company/industry.
- Develop appropriate forms – such as Parent/Guardian Consent Forms and Student/Teacher Consent Forms, and Internship/Shadowing Proposal Forms – in conformity with school policies.
- Work with students in the selection of their placements, considering student interests, host and student personalities, and other factors.
- Develop a learning plan/agreement in consultation with the student and employer.
- Orient work-site personnel to district policies, procedures and guidelines.
- Teach students appropriate dress and behavior skills.
- Help coordinate transportation arrangements when requested.
- Observe students at their sites.
- Stay in contact with employers.
- Integrate the student's work-site learning with school-based learning through seminar/class instruction.
- Provide recognition and appreciation for business/industry and school personnel involved in the program.

2/27/17