



CAREER EXPLORATION
STUDENT INTERNSHIP

STUDENT AND PARENT HANDBOOK AND FORMS

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Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

1. Director of Student Services
2. Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents, and community members may report allegations of harassment to:

Mr. James Kurtz
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zack Sewell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov> or call 1-800-421-3481.

Introduction

Ask any recruiter or human resources professional and they will tell you an internship is an important item to have in your resume as you search for jobs. The experiences come with leveraging classroom learning into action are instrumental for you and eye-catching for future employers. While completing an internship does not guarantee you a job right after high school or acceptance into the college of your dreams, it affords you the best opportunity to determine if an industry or career path is right for you, allows you to put the skills and knowledge gained at school to work in a professional setting, and makes you a stronger candidate as you compete for positions after graduation.

What is an Internship?

A student internship is a paid or unpaid, career-focused experience during which a student becomes directly involved for a defined period of time in business, government, industry, research, or social service. This experience:

- ✓ complements the student's career goals and is managed under supervision
- ✓ is an opportunity for a student to attain first-hand knowledge about a career or field of study
- ✓ provides an opportunity for a student to apply the skills obtained in school to real work experiences while learning additional skills associated with the workplace
- ✓ allows student to experience options they may not have considered and make thoughtful decisions about continued education or full-time work

Program Goals

Career Exploration – Student Internship/Work-Based Learning experience is important to the Career and Technical Education (CTE) program because it prepares students with academic, technical and workplace skills necessary to seek further education and employment in a career field of their interest upon graduation from high school. Students develop and enhance skills needed for advancement in their fields of interest.

They will have an excellent opportunity to:

- ✓ Gain further understanding of the demands and needs of the workplace.
- ✓ Strengthen their knowledge, skills, and abilities.
- ✓ Gain a realistic understanding of the skills employers expect.
- ✓ Relate academic skills to real workplace situations.
- ✓ Develop plans for their future personal growth and development.

Advantages of Career Exploration and Work-Based Learning

Internships and work-based learning effectively prepares students to enter and make in the world of work. However, no instructional method can perfectly simulate the real-world job environment.

Student Advantages

- ✓ Increases motivation and improves student retention.
- ✓ Develops responsibility and maturity by strengthening resourcefulness, problem-solving skills, self-confidence, and self-discipline.
- ✓ Provides opportunities for occupational exploration prior to making long-term and costly investments in more training or education.
- ✓ Offers and organized plan of training on the job under actual business conditions.
- ✓ Develops interpersonal skills through professional interactions in job settings.

- ✓ Makes academic instruction relevant and applicable to the workplace.

Employer Advantages

- ✓ Provides workers who bring new ideas, fresh approaches, and enthusiasm to the workplace.
- ✓ Offer direct input into education and training needs for the students.
- ✓ Improves the image and prestige of the industry and/or business among student learners and community members.
- ✓ Provides an opportunity for the employer to make a difference in the future workforce.

Community/Workforce Development Advantages

- ✓ Increases student awareness of employment prospects in their community.
- ✓ Promotes a closer relationship between the community and schools.

Career Related Internship/Work-Based Learning Site Criteria

- ✓ Provides workers who bring new ideas, fresh approaches, and enthusiasm to the workplace.
- ✓ Offer direct input into education and training needs for the students.
- ✓ Improves the image and prestige of the industry and/or business among student learners and community members.
- ✓ Provides an opportunity for the employer to make a difference in the future workforce.

Pre-Application Student Checklist

Prior to applying for an internship/work-based learning experience, discuss this list with your parent/guardian.

Fit and fees:

- Is the internship a good fit? Has the student explored a career area with coursework, volunteering, school clubs, or job shadow?
- What are good options for the student's strengths and interests?
- Are there fees involved with the internship?
- Work clothes/uniform, proper footwear, background check, etc.?

Transportation to internship site:

- Do you have a reliable source of transportation?
- Do you have access to resources for gas?
- Is the potential travel requirement and location of the internship site supported and understood by you and your parent/guardian?

Transportation to internship site:

- Do you have time in your daily school schedule to accommodate the internship requirements, in addition to your academic requirements?

Student Responsibilities

The Career Exploration Internship/Work-Based Learning program is both rewarding and challenging. This handbook has been designed to emphasize the importance of regular contact and communication

with the Work-Based Learning Coordinator so they can address situations that may occur at the worksite.

A fundamental component to the success of a student in the internship program is contingent upon the student meeting the responsibilities as outlined in this handbook, abiding by all rules and regulations as described on each agreement with all Calvert County Public Schools policies, and completing all requirements that are communicated with the instructor on a regular basis.

- Adhere to the *Student/Parent/Mentor/School Agreement*.
- Adhere to the *Professional Behavior Agreement*.
- Adhere to Maryland and Federal Departments of Labor Laws and Regulations.
- Adapt to the worksite.
- Develop academic, occupational, and interpersonal skills.
- Document hours worked.
- Adhere to Calvert County Public Schools policies.
- Complete all program requirements listed below:

Attendance

- Students must adhere to all attendance policies set forth by Calvert County Public Schools and the work schedule agreed upon between the student, Work-Based Learning Coordinator, and worksite.
- Students must attend all weekly classes as scheduled unless pre-approval is granted to go to the worksite.
- If a student quits, resigns, or is fired from the job for any reason, the Work-Based Learning Coordinator **MUST** be informed immediately.

Hours Verification

- Students are required to provide documentation of their hours using the Hours Logged tracker (provided)
 - The log must be signed by someone at the worksite in a supervisory position.
- Please note:
 - **If a student is absent from school, he/she/they may not report to work.**
 - Reporting false information or forging signatures is academic dishonesty and may result in suspension and/or failing grade for the internship credit.

Reflection Log

- Students must submit a reflection paper or project that summarizes their experience during the internship. This should be completed once all 50 hours have been completed
- The paper/project must be turned in within 2 weeks of completing your internship.

Grades

- Students are required to complete all assignments, projects, and tests as assigned.

Application Instructions

Student

The following must be completed before the student begins the Career Exploration – Student Internship program.

- ✓ **Career Exploration Application** - [Career Exploration Program Student Application for Internship \(office.com\)](http://office.com).
- ✓ Interview is then completed with Work-Based Learning Coordinator.
- ✓ **Student/Parent/Mentor-Business/School Agreement – complete the student and parent sections.**

Work-Based Learning Coordinator

Upon receiving the completed Student/Parent Agreement, the coordinator will:

- ✓ Review the packet.
- ✓ Verify grades and attendance from last issued report card.
- ✓ Contact possible placements for the internship and confirm placement.
- ✓ Send teacher recommendation forms.
- ✓ Sign all appropriate documents in the packet.

Upon approval to participate in the Career Exploration – Student Internship program:

- ✓ The Work-Based Learning Coordinator will contact the mentor/supervisor at the worksite to schedule a site-visit for an orientation to include:
 - Tour of the worksite
 - Review program guidelines
 - Provide a copy of the Agreement and specifically explain the Mentor/Supervisor Evaluation Form, the Hours Log, provide a copy of the student's Emergency Contact Form, obtain signatures on the Agreement, and answer any questions the mentor/supervisor may have
- ✓ The student and parent/guardian must review these policies and procedures:
 - Transportation requirements
 - Sexual harassment policy
 - Emergency contact procedures
 - Safety at the worksite
 - Attendance, termination, and resignation at the worksite
 - Academic and attendance requirements to remain in the program

Once the Career Exploration – Student Internship begins:

- ✓ Student will meet monthly with the Work-Based Learning Coordinator at school. The Work-Based Learning Coordinator will notify the student through Remind text or Schoology when they will be at the school. The WBL Coordinator will come during lunch times or flex times.
- ✓ The WBL Coordinator will make one worksite visit when the student is scheduled to work.
- ✓ Student is responsible to keep the WBL Coordinator aware of any concerns issues with the placement.

Conclusion of the Career Exploration – Student Internship experience:

- ✓ The student completes the final reflection paper/project within 2 weeks of completing their internship.
- ✓ The mentor/supervisor completes the Final Reflection Summary about the intern.
- ✓ The student sends a Thank You email to their mentor/supervisor.
- ✓ The student submits the work hours log and a picture of them at their placement.
- ✓ Parents complete a Final Reflection Summary of the program.
- ✓ The Work- Based Learning Coordinator conducts an exit interview with the student, evaluation the employer and experience.

Calvert County Public Schools (CCPS) Career Exploration Program Student/Parent/Business Agreement for Professional Career Internships

CCPS Career Exploration Program is designed for students to participate in internships and shadowing experiences. Professional career internships are designed to give students professional experience to enhance the student's academics in preparation for college or a career.

The term for the Agreement shall be one school year commencing on _____ and concluding before _____

This agreement may be modified only in writing and executed by all parties. This agreement shall be governed by the laws of the State of Maryland.

The parties agree to the following terms:

STUDENTS WILL, WITH AGREEANCE OF PARENTS/GUARDIANS:

1. Adhere to the school system's policies on behavior, dress code, and all other school-based rules. Suspensions from school may result in removal from the Career Related/Work-Based Learning program.
2. Attend an orientation meeting with the Work-Based Learning Coordinator as required.
3. Actively participate in the work-based learning placement.
4. Provide own transportation to and from the placement site.
5. Assume full responsibility for conduct and safety while in transit to and from school, home, and work and while engaged in placement participation.
6. Successfully complete the program requirements to receive credit for the program.
 - a. Participation of 50 placement hours.
 - b. Complete the activity and hours log.
 - c. Participate in monthly meetings with the Work-Based Learning Coordinator.
 - d. Complete a reflection paper describing the placement experience or complete a relevant project.
 - e. Submit an on-site photograph.
 - f. Send a thank you email or letter to the placement staff.
7. Comply with the placement attendance schedule. This means arrive on time and do not leave early without approval. If you are late or cannot make it to work as scheduled, contact your worksite supervisor and Work-Based Learning Coordinator. (No show could result in immediate removal from the Career Exploration Program.)
8. Discuss placement problems with Work-Based Learning Coordinator.
9. Understand that loss of an internship placement due to the negligence of the student will result in dismissal from the program without receiving credit.
10. Continuous communication and cooperation with the Work-Based Learning Coordinator.
11. Remain in the program until all requirements are met to earn the credit hour/s.
12. Grant consent for photographs to be used for educational and promotional purposes.
13. Notify the attendance office at least one day prior to internship based absences.
14. Notify teachers prior to absences due to internship and understand that you are responsible for any missed assignments/tests/quizzes.
15. The student must attend school on assigned days/times. When absent from school, they will refrain from participating in the internship and be counted as absent from the internship. The only exceptions would be for absences due to approved school trips, medical appointments (doctor's note required) or court appearance (court documentation required).
16. Arrive to the internship/WBL site properly dressed for the workplace.
17. Abide by all implied and stated terms included in this agreement.

THE SCHOOL SYSTEM WILL:

1. Provide a Work-Based Learning Coordinator to work with businesses, schools, and the community.
2. Make qualified students aware of available internship and work experience opportunities.
3. Screen and match qualified students for referral to internship/WBL experience opportunities.
4. Facilitate and coordinate the interview process.
5. Monitor, monthly/quarterly, the progress of the student.
6. Make announced and/or unannounced visits to the worksite. (Once for internship, monthly for AMP and quarterly for CRD).
7. Maintain records documenting internship/WBL site placements, placement hosts, student hours, student evaluations and correspondence with students, parents, and business partners.
8. Coordinate the combined efforts of the program's participants.
9. Award credit to participating students who have met the academic requirements of their academic program.
10. Inform students and placements of any actions which affect student-placement relations.

THE BUSINESS/PLACEMENT WILL:

1. Participate with the student's internship coordinator in respect to student's work experience and activities with scheduling.
2. Assign an individual employee as the student's point of contact/supervisor.
3. Provide the student with meaningful work assignments, which within the confines of employer needs and timetables, will enhance and complement the student's academic program.
4. Provide the student with an orientation to the work setting upon initiation of each new internship work experience as appropriate.
5. Present students, with the extent possible, an overview of all applicable aspects of the industry including organization and management structure, technical and production processes, and major industry, labor, health, environment, and community issues impacting the business.
6. Evaluate the student's work performance. Discuss the evaluation with the student and complete the internship evaluation forms.
7. Provide safe and healthful work conditions for the student and hold CCPS harmless for any injury.
8. Notify the Work-Based Learning Coordinator of any personnel issues which may affect the student's continued placement.
9. Comply with Maryland law and CCPS policies and procedures regarding sexual abuse, sexual misconduct, sex offenders, and nondiscrimination as indicated below:

EMPLOYMENT OF SEX OFFENDERS

Maryland Law requires certain sex offenders to register with the State and with the local law enforcement agency in the county in which they reside work, and/or attend school. If a registered sex offender, as determined by the definition contained in the Criminal Procedures Article of the Annotated Code of Maryland, is employed by the Business, then the Business is prohibited from assigning that employee to work CCPS student interns.

CRIMINAL BACKGROUND

Section 6-113 of the Education Article of the Maryland Code requires that a Business working with CCPS may not knowingly assign an employee to work with direct, unsupervised, and uncontrolled access to CCPS students if the employee has been convicted of or pled guilty or nolo contendere to a crime involving a sexual offense, child sexual abuse, and crimes of violence.

NONDISCRIMINATION STATEMENT

Businesses working with CCPS must not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

I hereby certify that I have read, understand, and received a copy of the CCPS Career Exploration Program Student/Parent/Business Agreement for Professional Career Internships.

Student Name (printed) Student Signature Date

Parent/Guardian Name (printed) Parent/Guardian Signature Date

Business Name

Placement Supervisor (printed) Placement Signature Date

CCPS Coordinator Name (printed) CCPS Coordinator Signature Date

CTE Director Name (printed) CTE Director Signature Date

PROFESSIONAL BEHAVIOR

I understand that completion of my placement is dependent upon my continuous satisfactory performance. Unsatisfactory performance in areas such as attendance, participation, attitude, cooperation, or professionalism or any violation of policy may result in failing grades or loss of credit or removal from the Work-Based Learning program.

I understand that I am expected to always display professional behavior. Conversations, dress/appearance, behavior, and relationships with teachers, supervisors, co-workers, and customers or clients must be handled in a professional way.

I will observe the following guidelines for professional behavior:

1. Attendance and punctuality – Excellent attendance is expected of all work-based learning students. If students are absent or late to their placement, they must call the internship mentor/supervisor and the Work-Based Learning Coordinator before the scheduled start of their shift. A voicemail message must be left if unable to speak directly to the individuals. If they are absent from school due to illness, they should not report to their placement.
2. Appropriate dress – What students wear at school may be different from what is expected in the workplace. Be sure to follow the dress code and grooming standards the placement has established. Appearance reflects on the student, the school, and Work-Based Learning program.
3. Electronic devices – Be sure to follow the policies and procedures established by the employer regarding the use of cell phones and other electronic devices.
4. Relationships – Calvert County Public Schools will make every effort to see that the work-based site experiences are successful ones. Students should communicate with them to ensure that conflicts are resolved quickly and satisfactorily, and that challenges lead to professional growth and development. Students need to ask questions when they do not understand and listen carefully to the responses.
5. Constructive feedback – Learning to deal with constructive feedback now, will help students use it in a positive manner throughout their career. It will also help them grow as students and young professionals.

6. Confidentiality – As an employee, students may observe personal information about co-workers, supervisors, clients, customers, or patients. It is extremely important that students safeguard others' information and protect their privacy. Do not reveal the identities of any individuals, except in appropriate discussions with the instructor.

I agree to adhere to the above referenced professional behavior polices.

Student Name (Printed)

Student Signature

Date



STUDENT EMERGENCY CONTACT FORM

Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Parents/guardian Emergency Information:

Name: _____ Home/Work Phone: _____

Relationship: _____ Cell Phone: _____

Name: _____ Home/Work Phone: _____

Relationship: _____ Cell Phone: _____

Insurance Carrier: _____

Insurance Policy #: _____

Allergies: _____

Person(s) to contact if parent/guardian is unavailable:

Name: _____ Phone: _____

Name: _____ Phone: _____

CERTIFICATION OF AUTHORIZATION

I do hereby certify that I am the natural parent or legal guardian of the minor child listed above and do hereby authorize emergency medical treatment for accidental injury while participating in the CCPS Career Exploration – Student Internship Program.

Signature of Parent/Guardian

Date

ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH THIS EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

In consideration of my application and permitting me to participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: _____ and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers;

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that _____ and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, lack of hydration, and actions of other people including, but not limited to, participants, volunteers, monitors, and/or producers of the activity. These risks are not only inherent to participants but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity.

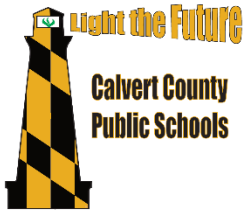
I understand while participating in this activity, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the activity holders, producers, sponsors, organizers, and assigns.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Signature of student: _____

Signature of parent/guardian: _____



MEDIA RELEASE FORM

CCPS requires consent to photograph, record, and include all individuals participating in the CCPS Career Exploration – Student Internship Program. No images or recordings will be taken or released without written consent. If you consent, please complete, sign, and return this form.

Student Name (printed) Student Signature Date

Parent/Guardian Name (printed) Parent/Guardian Signature Date

Business Name (Printed) Supervisor Signature Date



Travel Outside of Calvert County

I give permission for my son/daughter to travel to the following areas outside of Calvert County for this internship (check all that apply):

____ Anne Arundel County ____ Charles County ____ P.G. County
 ____ St. Mary's County ____ Washington DC

I understand that transportation is the responsibility of my son/daughter and hereby grant permission for him/her to pursue participation in the Calvert County Career Exploration Program.

Signature of Parent/Guardian: _____ Date: _____

Early Dismissal for Career Exploration Program

_____ has my permission to leave school early when necessary and appropriate to complete scheduled hours in the Career Exploration Program. I understand that he/she will sign out from school as per normal procedure for an early dismissal and give at least 48 hours prior notification to the Program Coordinator. Abuse of this constitutes immediate dismissal from the program.

Signature of Parent/Guardian: _____ Date: _____

Protect Yourself: Know Your Rights and Responsibilities

Sexual Harassment

The Work-Based Learning programs involves students who are participating in a work experience. The students must know their rights, and the procedures to take in the event that sexual harassment at the worksite becomes a problem. The following information should be kept by the employer, parent/guardian, and student for future reference.

Harassment Defined

Harassment can be racial, ethnic, religious, or sexual in nature. It is a systematic persecution of another person that is carried out by annoyances, threats, or demands.

Sexual harassment is unwanted and unwelcome behavior of a sexual nature that interferes with student's right to learn, stud, work, achieve, or participate in schoolwork or activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

What is the law?

Students are legally protected against sexual harassment by Title IX of the Education Amendments of t1972, which is a Federal Law prohibition discrimination in schools on the basis of sex. Sexual assault is also covered under the Criminal Code of Maryland.

The three elements of sexual harassment

The behavior is:

- ✓ Unwanted or unwelcome
- ✓ Sexual or related to the gender of the person
- ✓ Occurs where one person has power over another

What to do if harassment is suspected:

Employer:

- ✓ Listen to the complaint.
- ✓ Report concerns to the WBL Coordinator.
- ✓ Speak to the parties involved.
- ✓ Determine if further action is needed.
- ✓ Report the incident according to organization policies.

Parent/Student:

- ✓ Tell your WBL Coordinator.
- ✓ Tell the harasser to stop, verbally or in writing.
- ✓ Follow school system procedures according to the CCPS Handbook.

Work-Based Learning Coordinator:

- ✓ Alert employers, parents/guardians, and students to the policies regarding sexual harassment.
- ✓ Take action when a student brings a complaint to your attention.
- ✓ Remove student from the site.
- ✓ Write or speak to the employer/
- ✓ Bring the complaint to the attention of the CTE Director.

STATE OF MARYLAND
DEPARTMENT OF LABOR, LICENSING AND REGULATION
DIVISION OF LABOR AND INDUSTRY
1100 N. EUTAW STREET • BALTIMORE, MARYLAND 21201

EMPLOYMENT OF MINORS FACT SHEET - GENERAL INFORMATION

A minor under the age of 14 may not be employed or permitted to work. Minors 14 through 17 years of age may only work with a work permit. This permit must be in the employer's possession before the minor is permitted to work.

Applications for work permits are available online, <https://www.dllr.state.md.us/ChildWorkPermit/web/content/Home.aspx>

Certain activities are not considered employment for purposes of this law if performed outside of the prescribed school day and the activity does not involve mining, manufacturing, or hazardous occupations. The activities include:

1. Farm work performed on a farm
2. Domestic work performed in or about a home.
3. Work performed in a business owned or operated by a parent or one standing in the place of a parent.
4. Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent.
5. Caddying on a golf course.
6. Employment as an instructor on an instructional sailboat.
7. Manufacturing of evergreen wreaths in or about a home.
8. Delivery of newspapers to the consumer.
9. Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Camp Act.
10. Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to firefighting or rescue and who are 16 years of age or older

The following may be used as proof of age for purposes of issuing a work permit:

1. Birth Certificate
2. Baptismal Certificate
3. School Record
4. Valid Maryland Driver's License
5. Any official government document attesting to the age of the minor.
6. Special permits may be issued to minors of any age to be employed as a model, performer, or entertainer. The applications and permits are available only from the Baltimore office of the Division of Labor and Industry.

Exceptions to hours and occupations may be granted by the Commissioner of Labor and Industry. Applications for exceptions should be addressed to the Commissioner giving explicit details.

Restrictions under the child labor provisions of the Federal Fair Labor Standards Act may be greater than State Standards. In all cases, the higher or more restrictive standard prevails. Information on Federal Standards is available from the Baltimore office (410) 962-2265 and the Hyattsville office (301) 436-6767 of the U.S. Department of Labor, Wage and Hour Division.

PERMISSIBLE HOURS OF EMPLOYMENT

Minors 14 and 15 years of age may not be employed or permitted to work more than:

- 4 hours on any day when school is in session.
- 8 hours on any day when school is not in session.
- 23 hours in any week when school is in session for five days.
- 40 hours in any week when school is not in session.

A minor 14 or 15 years of age may not be employed or permitted to work before 7:00 a.m. or after 8:00 p.m. A minor may be employed or permitted to work until 9:00 p.m. from Memorial Day to Labor Day.

The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above.

Minors 16 and 17 years of age may spend no more than 12 hours in a combination of school hours and work hours each day. They must also be allowed at least 8 consecutive hours of non-work, non-school time in each 24-hour period. Minors 14 through 17 years of age may not be employed or permitted to work more than 5 hours continuously without a non-working period of at least ½ hour.

OCCUPATIONS FORBIDDEN MINORS UNDER 18 YEARS OF AGE

Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. Minors 14 and 15 years old are forbidden to be employed at these occupations. Minors 16 and 17 years of age are also forbidden to be employed at these occupations with certain exceptions.

1. Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components.
 2. Occupations of motor-vehicle driver and outside helper.
 3. Coal-mine occupations.
 4. Logging occupations and occupations in the operation of any sawmill, lathe mill, shingle mill, or cooperage-stock mill.
 5. Occupations involved in the operation of power-driven woodworking machines.
 6. Occupations involving exposure to radioactive substances and to ionizing radiations.
 7. Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
 8. Occupations involved in the operation of power-driven metal forming, punching, and shearing machines.
- (Labor and Employment Article, Section 3 -206, Annotated Code of Maryland)
9. Occupations in connection with mining, other than coal.
 10. Occupations involving slaughtering, meatpacking or processing, or rendering.
 11. Occupations involved in the operation of certain power-driven bakery machines.
 12. Occupations involved in the operation of certain power-driven paper products machines.
 13. Occupations involved in the manufacture of brick, tile, and kindred products.
 14. Occupations involved in the operation of circular saws, bandsaws, and guillotine shears.
 15. Occupations involved in wrecking, demolition, and shipbreaking operations.
 16. Occupations involved in roofing operations.
 17. Occupations involved in excavation operations.

In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden minors under 18 years of age:

Occupations in, about, or in connection with:

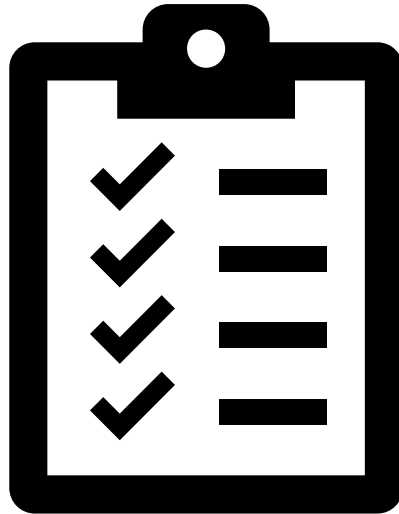
- (1) Blast furnaces.
- (2) Docks or wharves, other than marinas where pleasure boats are sold or served.
- (3) Pilots, firemen, or engineers on any vessel or boat engaged in commerce.
- (4) Railroads.
- (5) Erection and repair of electrical wires.
- (6) Any distillery where alcoholic beverages are manufactured, bottled, wrapped or packed.
- (7) The manufacturing of dangerous or toxic chemicals or compounds.
- (8) Cleaning, oiling or wiping of machinery.
- (9) Any occupation forbidden by any local, state or federal law.
- (10) Any occupation which after investigation by the Commissioner is deemed injurious to the health and welfare of the minor.

A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator or the funds have been received in payment of goods or services delivered by the minor.

AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE

1. Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces or storage areas where goods are manufactured or processed.
2. Operation, cleaning or adjusting of any power-driven machinery other than office machines.
3. Occupations in, about or in connection with (except office or sales work not performed on site):
 - a. scaffolding
 - b. construction
 - c. brickyard
 - d. lumberyard
 - e. airports
 - f. railroads
 - g. boats engaged in navigation or commerce
 - h. acids
 - i. dyes
 - j. gases
 - k. lye

FORMS





Career Exploration Program Teacher Recommendation Form

Student: _____ Grade: _____

Teacher: _____ Subject: _____

The student named above is applying for the Career Exploration Program.

Please take a few minutes to evaluate the candidate by completing this form. If you have questions regarding the program, please contact the Work-Based Learning Coordinator. Please return this recommendation ASAP. The application cannot be considered for the program until all parts of the application process – including teacher recommendations – are the completed. **This recommendation should be returned to the coordinator directly, not to the student. Thank you.**

1. Does the student work well with classmates?

2. What is the student’s ability to follow directions?

3. Does the student show initiative?

4. Is the student someone who respects other’s opinions and ideas?

	Misses 1-2	Misses 3-5	Misses 6-10	More than 10
Class Attendance per MP				
	90-100%	75-89%	41-74%	Less than 40%
Percentage of work completion (over 2 MP)				

If you would like to explain any of the ratings above, please feel free to address them here.

_____ I recommend the above-mentioned student for the Career Exploration Program.

_____ I DO NOT recommend the above-mentioned student for the Career Exploration Program.

Teacher Signature

Date



Mentor/Supervisor Student Evaluation

Student's Name _____ Company _____

1= Unsatisfactory 2=Needs Improvement 3=Meets Expectations 4=Exceeds Expectations

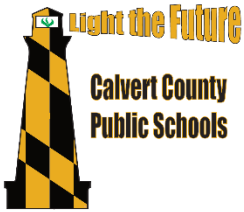
Learning & Thinking Skills	1	2	3	4
1. Takes initiative				
2. Applies new skills readily				
3. Applies problem-solving skills				
4. Adapts to unexpected changes				
5. Demonstrates good judgement				
Communication Skills				
6. Demonstrates effective oral communications				
7. Displays effective written communications				
8. Follows instructions – listens and comprehends				
Interpersonal Skills				
9. Exhibits honesty/integrity				
10. Respects office rules and values				
11. Works well with others				
Employment Skills				
12. Arrives on time as scheduled				
13. Applies technology when needed				
14. Manages time well				
15. Meets deadlines				
16. Works well independently				
17. Appropriate grooming/dress				

Did the student meet your overall standards as an intern? Where did they excel and are there areas for improvement? _____

Do you have any feedback for the Career Exploration Program Coordinator?

Mentor's Name _____ Title _____

Mentor's Signature _____ Date _____



Parent Evaluation

Student: _____ Parent: _____

1. What is your opinion of the Career Exploration Program?

2. In what ways has your son/daughter benefitted from this experience?

3. Please list any suggestions you might have for the Career Exploration Program.

4. Each year the interests of students accepted to work with mentors vary, so there is always a continued need for new mentors and internship sites. If you know of any person whom you feel would provide an interested student with a challenging opportunity to explore a career while using his or her talents and abilities, would you list him/her below?

Name _____

Career _____

Address _____

Phone _____

Internship/WBL Final Reflection Summary

The final summary is to be completed within 2 weeks of the conclusion of your internship/Work-Based Learning experience and submitted to the WBL Coordinator. This should be a polished reflection and summary of your internship and it may be shared with your internship mentor and the community to tell about your experience. Please include a few highlights of your experience, what you have learned from this experience and how this experience will you in your future academic studies and career. Other things to consider in your final reflection include:

Student learning:

- ✓ What did you learn from your experience? (Consider both positive and negative elements.)
 - What were your specific responsibilities, tasks or projects during your internship? (Use specific examples that you can highlight on a resume or use in an interview.)
 - Did your internship feel meaningful for you?
 - Were you challenged by your internship?
- ✓ If you answered no to any of the above questions, ask yourself “why”? Processing your internship experiences, both positive and negative, will help you learn more about yourself and the types of positions you may want to seek in the future.

Work environment:

- ✓ Did you enjoy the work environment at your internship site?
- ✓ Did the work culture of the organization fit your values?
- ✓ Can you picture yourself working in a similar environment in the future?
- ✓ Did you like the management style of your mentor/supervisor? If not, why?

Skills gained:

- ✓ What skills did you gain during your internship?
- ✓ How can you list these skills on a resume or describe in a job interview? (Include a specific example to go with each skill you gained.)

Overall evaluation:

- ✓ What was the best part of your experience?
- ✓ What did you like or dislike about the work environment?
- ✓ What did you learn most about yourself?
- ✓ Would you change anything, if so what?
- ✓ What would have made the internship better?

Checklist

In order to receive a passing grade and credit, make sure the following items are turned in within 2 weeks of completing your internship/WBL experience.

You are responsible for:

- ✓ Log sheet of hours completed; mentor/supervisor signatures need to be included
- ✓ Picture of you at work
- ✓ Thank you email to your mentor/supervisor
- ✓ Final reflection paper or project

WBL Coordinator is responsible for:

- ✓ Sending final mentor/supervisor evaluation
- ✓ Sending parental evaluation
- ✓ Notifying home school of completion of the program