

## **Job Shadow and Internship program at Tahanto Regional Middle High School**

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### **Introduction**

There is great value in offering our high school students an opportunity to shadow jobs/careers and participate in internships to help guide them in their decision making about post secondary endeavors. This opportunity allows students to be exposed to careers of interest to see if they would like to continue to explore them in their post secondary pathways. We are also developing a "Portrait of A Graduate" initiative to allow our students more pathways for post graduation plans and to ensure that our students graduate with 21st Century skills such as creativity, technological skills, collaborative skills, innovative skills, and hands-on, real world application skills. This program would allow students to experience real life career tasks and to see what characteristics and training they will need to enter into such workforce choices. We would like to propose the following model to help those students who are interested in experiencing occupational environments that they may want to explore post high school.

### **Job Shadow Program**

#### ***Junior Year for the class of 2025 (school year 23-24)***

Starting this spring, we will allow Juniors to voluntarily participate in job shadow experiences if interested. Students may take advantage of this offering for up to three separate days at three different locations per year if interested. Please see the following letter to view communication that will be shared with companies participating in this endeavor.

[☰ Internship letter to employers](#) Interested students will apply using an application [☰ Job Shadowing Application](#) and [📄 College/Job Shadow Visit Form 2024.docx](#) and [📄 Internship Consent \(A8573456x7A575\).docx](#) and then will be approved if they meet all requirements mentioned in these documents. The application requires signatures from the student, the student's parent/guardian, and the supervisor at the internship location and must be signed for approval by the Director of Curriculum and Grants. The parent signature on both the application and consent form (developed with consultation from our district' attorney, Kim Rozak) serves as permission allowing the student to leave the school campus for this purpose with the student being responsible for getting to and from the location on time. Students may only drive themselves or get a ride from their parents/guardians to these locations. Upon approval, the student will meet with the Director of Curriculum to discuss the program, expectations, and to offer support and serve as a point of contact should they encounter any issues or concerns while shadowing. Students participating will be granted one excused absence for the day they are opting for the job shadow experience up to three times per school year (as they do for college visits) as long as they turn in the proper paperwork above (College/Job Shadow Visit Form) following their experience. The application also outlines a self

directed plan of goals for the Job Shadow and three skills they want to reflect on with their supervisor.

The location of the job shadowing experience will be vetted by Sally-Ann Stukuls (Director of Curriculum and Grants, grades 6-12) prior to the start of the Job Shadow (or Internship) and the supervisor will have a CORI conducted prior to the date of the Shadow experience for student safety purposes as well. The student will have to write a reflection paper answering the following questions [☰ Job Shadow Reflection Sheet](#) and have the supervisor sign off to confirm completion. This form must also be returned to the school counselor in order to receive an excused absence attendance wise. Students will be responsible for any work missed due to participating in this experience.

Ilene Rodman has presented this information as well as information regarding the internship program to the junior class at the annual scheduling meetings that take place so that they can voluntarily participate in the Job Shadow program starting this year and the Internship program starting during their senior year if interested. Students interested in these options will meet with Ilene Rodman to start the process if interested. The Director of Curriculum will keep a spreadsheet to keep track of those students interested in participating in this offering and where they shadow for safety and data collection purposes. Any questions or concerns brought forth by the student, student's family, or supervisor, can be directed to the Director of Curriculum and Grants. [📄 Job Shadow Student Tracker 2023-2024](#)

We are in the process of gathering contact information for our contact spreadsheet to give students ideas if they need assistance with ideas for companies to shadow. These options are community connected and local. Students are also able to propose a location of their interest not listed on our contact list. Please see the list below:

Contact spreadsheet: [📄 Job Shadow and Internship Program Contacts](#)

## **Internship Program**

### ***Senior Year, School Year 24-25***

During their senior year, (school year 24-25 for our current Juniors), students will take the classes they are still in need of for graduation requirements and any space in their schedule at the end of the day (directed study, which can be arranged through the school counselor) can be used to participate in their internship program. This would allow students who have a direct study at the end of the day to leave at 1:30 pm and then have time to spend a few hours at the location for the remainder of the work day. This course will allow students to earn 2.5 credits towards their graduation requirements, as long as they have participated in the internship for a minimum of 35 hours throughout the year. Again, they would have to fill out an application [☰ Internship Application](#) that would also be signed by themselves, their parent/guardian/ and their supervisor as well as the consent form mentioned above. Locations will again be vetted. The Director of Curriculum will track students for safety and data collection using the same tracker used for the Job Shadowing experience and again will meet with the student to let them

know that should they encounter any challenges of any sort while conducting their internship, that they may contact me for help in resolving any issues.

The student will write a weekly reflection paper answering particular questions [Weekly Internship Reflection Sheet](#) about their experiences which would be turned in to the school counselor. Students who may realize that an internship experience is not a good fit for them, can meet with the school counselor and arrange to finish out any unfinished hours at another location to complete requirements to earn the 2.5 credits. At the end of the year the participating seniors will arrange a meeting with their school counselor, the school principal and Director of Curriculum to give a presentation with a discussion and summary of their internship experience. Following the internship experience, a survey will be conducted for students, families and companies involved to see how we can improve the program each year. Internships will be unpaid and are graded as a pass/fail.

\*\*The following release consent form will be used for students participating in Internships and in need of accommodations or modifications per their 504 or IEP: [BB RSD draft release.docx](#)

### **Program of Studies Entry Description:**

#### **Job Shadow**

There is great value in offering our high school students an opportunity to shadow jobs/careers to help guide them in their post secondary school decision making and endeavors. Interested Juniors and Seniors may shadow a job of their choice and interest up to three times per year as an excused absence. Each location must be different. Students interested must make an appointment with Ms. Rodman, fill out an application/permission slip, have the location approved by Ms. Stukuls, and fulfill all requirements associated with eligibility. Eligibility includes: Being a junior or senior and having all other course work being up to date as well as having satisfactory attendance and being in good standing in regards to disciplinary record. All school work missed during the school day is expected to be made up and is the responsibility of the student. Upon completion of the Job Shadow experience, students will turn in a supervisor signed reflection sheet and signed College/Job Shadow Visit form. Students are responsible for their own transportation either by driving themselves or getting rides from a parent/guardian. This day is treated the same as a college visit and an excused absence will be granted after all paperwork and requirements have been met.

#### **Internship Program 2.5 credits**

Seniors interested in participating in an internship program may select this as an option for their senior year during last cycle directed studies and beyond the school day for a total minimum of 35 hours during the school year. Interested students must set up an appointment with their school counselor to make these arrangements in their schedule. All other coursework must be up to date. Students must be in good standing with respect to attendance and discipline. Students are responsible for their own transportation. Students must either drive themselves or get a ride from their parents/guardians. Students are expected to conduct themselves in a

fashion that aligns with our code of conduct while interning. There is an application that must be turned in at least two weeks prior to the start of the internship and reflection sheets that must be turned in each week. A final discussion and summary of the experience will be presented to the Internship panel at the end of the year. All internship work is unpaid. This class is graded as a pass/fail and awards students 2.5 credits.

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The Following information will be shared with supervisors at companies being Interned with:  
**Students under 18 years old may NOT carry out the following tasks during Job Shadow or Internship experiences:**

- Drive a vehicle, forklift, or work assist vehicle (except golf carts in certain circumstances)
- Ride as a passenger on a forklift
- Operate, clean, or repair power driven meat slicers, grinders, or choppers
- Operate, clean or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- Work 30 feet or more above ground or water
- Have, serve, or sell alcoholic beverages
- Use circular or band saws, guillotine shears, wood chippers, or abrasive cutting discs
- Use power-driven woodworking machines
- Use, service, drive, or work from hoisting machines
- Operate or load power-driven paper balers, compactors, or other power-driven paper processing machines
- Use power-driven metal-forming machines, punching or shearing machines
- Use buffing or polishing equipment
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in excavation, wrecking, demolition, or shipbreaking
- Work in forest fire lighting, forest fire prevention, timber tract operations or forestry service
- Work in logging, sawmilling, or mining
- Work slaughtering, packing, or processing meat or poultry
- Work in railway operations
- Work in roofing or on or about a roof
- Work in foundries or around blast furnaces
- Work manufacturing phosphorous or phosphorus matches
- Work where they are exposed to radioactive substances
- Work as a firefighter or engineer on a boat
- Oil or clean hazardous machinery in motion

- Work in any job requiring the possession of a firearm

**Legal hours of work for 16 and 17 year olds:**

- Between 6 am and 10 pm on school nights (unless establishment serves clients till 10 pm, at which point the student may remain until 10:15 pm)
- Between 6 am and 11:30 pm on non school nights
- Exception for Restaurants and race tracks: between 6 am and 12 midnight on non school nights

**MAX hours (Whether school is in session or not):**

48 hours a week

9 hours per day

6 days per week