

MSBSD DISTRICT-WIDE PROGRAMS INTERNSHIP PROGRAM

Student Packet

INTRODUCTION

1. Be at least 16 years old.
2. Have junior or senior standing.
3. Complete preparatory work associated with the job application process and receive appropriate career counseling. This may be met in a related class, through the host high school's counseling program, or by the District-wide classroom teacher.
4. Complete classroom training to the level required for placement. District-wide classroom teachers will recommend students to the Office of Career & Technical Education when they have reached this level of competency.
5. Interview with designated personnel from the work site.

**APPLICATION FOR ENROLLMENT
FOR THE DISTRICT-WIDE PROGRAMS
INTERNSHIP PROGRAM**

PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION:

Resume _____
Official Transcript with Attendance _____
Proof of Health Insurance _____

Name _____ Social Security No. _____

Grade level at start of program ____ Junior ____ Senior
(Must be 16 years of age to participate)

Name of Parent or Guardian _____ Relationship _____

Telephone number of Parent or Guardian: Home _____ Work _____
Cell _____

US Mailing Address _____
Zip _____

List all career pathway courses you have satisfactorily completed; for example if you are in the Information Technology Pathway, list Technology Applications, A+ etc.

Course	Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List the career and technical education classes you will be or are enrolled in during the time you are in this internship program.

List your work experience (most recent job first). This may include non-paid experience.

Employer _____ **Position** _____

Dates: From _____ **to** _____

Supervisor's Name _____ **Phone** _____

Employer _____ **Position** _____

Dates: From _____ **to** _____

Supervisor's Name _____ **Phone** _____

Employer _____ **Position** _____

Dates: From _____ **to** _____

Supervisor's Name _____ **Phone** _____

List school or community activities.

List honors you have received.

Memberships in organizations in or out of school.

ROLES AND RESPONSIBILITIES

The student agrees to:

1. Cooperate with the workplace mentor, teacher, and coordinators.
2. Engage in the work as a learning experience, observe business etiquette, and abide by safety rules.
3. Notify the school and business in advance when an absence is unavoidable.
4. Notify the instructor promptly if involved in an accident or injured at work. The instructor then notifies the Office of Career & Technical Education.
5. Maintain school performance in order to remain eligible for the training program.
6. Furnish the teacher and coordinators with required information and complete all necessary reports.
7. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
8. Continue the work experience for the duration of the agreement period except when all parties involved mutually agree upon termination.
9. Abide by the rules and regulations of the employer partner, the training/work agreement, and the work schedule.
10. Keep all business information of the cooperating employer confidential.
11. Participate in the development of the training/work plan in cooperation with the teacher and coordinators and the workplace mentor.
12. Complete necessary evaluation and follow-up forms.

The parent or guardian agrees to:

1. Cooperate with the school and employer to help the learner in achieving the program goals.
2. Be responsible for providing transportation for the student to and from the place of employment. Exceptions may be necessary for special population students.
3. Provide time for conferences with teachers and coordinators.
4. Become knowledgeable concerning the purposes and procedures of the training/work plan.
5. Provide encouragement and assistance to insure the student intern receives the maximum benefit from the training program.

The teacher/coordinator agrees to:

1. Use an advisory committee for the ongoing improvement of the program.
2. Provide supporting activities such as student organizations.
3. Select and guide students through the application and training process. Monitor student academic performance.
4. Place students on appropriate work sites.
5. Create a learning/training plan in conjunction with the workplace mentor.
6. Assist students in adjusting to their work environment.
7. Improve training on the job.
8. Assist students in making personal adjustments.
9. Administer the program.
10. Correlate classroom instruction with on-the-job training.
11. Maintain good public relations.
12. Maintain appropriate evaluations and records.

The employer and/or workplace mentor agree to:

1. Provide activities, which will contribute to the achievement of the required competencies, guiding the intern through hands-on experiences to accelerate the development of his or her technical skills and productivity.
2. Provide a workplace mentor for the education of the student worker.
3. Observe and assess the student at the workplace and provide periodic written and verbal reports.
4. Provide the work experience for the student during the agreed times.
5. Serve on the local advisory committee, if needed.
6. Adhere to all federal and state regulations regarding applicable Child Labor Laws.
7. Maintain an employee liability insurance policy and Workers Compensation Insurance policy required by law.
8. Participate in formal worksite mentor training when provided..
9. Cooperate in developing a training/work plan for the intern. The plan will emphasize all aspects of the industry, stressing basic academic skills and computer skills along with the technical skills to allow the student entry into the career field and transition to other positions within the industry.
10. Monitor the progress on the training/work plan along with the teacher and coordinators.
11. Stress the importance of continuing education in order to stay current with evolving technology.
12. Meet the hour requirements as determined by the instructor and mentor.
13. Promote and encourage good sanitary and safety practices as well as appropriate dress for the job.
14. Promote positive work habits.
15. Allow the teacher and coordinators to observe the student on the job.

16. Regularly communicate with the student regarding elements of the job, workplace attendance, punctuality on the job, and employee recordkeeping.
17. Promptly report any dissatisfaction to the teacher who will report to the coordinators. The mentor will notify the teacher if the student falls below industry or program standards. The student may be exited from the program.

The following persons are directly involved in the District-wide Program and concerned with the success of the student. Each has read this agreement and understands the various responsibilities of the program.

Student

Parent/Guardian

District-wide Classroom Teacher

Date Received by Coordinator: _____