MID-EAST
Career and Technology Centers

Internship
Program Handbook

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Program Details

Objective

- This opportunity must provide students with a positive and challenging experience in their related field of study.

Eligibility Requirements

- **Grade Level:** Senior ONLY
- **GPA:** 2.0 or higher and not failing any classes
- **Attendance:** Students must maintain good standing in regards to attendance. A student currently eligible for a certificate of completion/participation is considered to be in good standing (please see the Student Handbook section titled “Certificate Requirements”).
- **Discipline:** Any disciplinary infractions will be taken into consideration for eligibility.
- **Approval:** Students must have approval from their Career-Technical Instructor, School Counselor, and Workforce Development Coordinator.

Student Responsibilities

Students must follow the rules/requirements listed below. Failure to comply with these requirements will result in temporary or permanent removal from the program.

- Attend class on your scheduled school days.
- Complete all assignments in a timely manner.
- Record hours worked on provided “Timesheets” and submit them to your Workforce Development Coordinator.
- If you’re absent from work, contact your employer immediately and then call your instructor at 740-454-0101. During the school year, you MUST also contact the school attendance office. Unapproved absence from work will be considered as an unexcused absence from school.
- Complete Student Weekly Forms and submit them to your career-technical instructor.
- Provide your own reliable transportation. If carpooling, all parties must be willing to accept the responsibilities associated with such arrangements.
    - In case of school closing due to inclement weather, you should evaluate road and weather conditions before your departure and communicate your decision with your parents/legal guardian and your employer.
- Notify your program instructor and Workforce Development Coordinator if you quit your job unexpectedly or are terminated for any reason.
    - You will not be permitted to transfer or discontinue a position without prior counseling and permission from the career-technical instructor and Workforce Development Coordinator.
- Always observe safety rules and DO NOT participate in any form of horseplay.
- If you do not feel the work area is safe, notify your supervisor immediately.
    - If you are less than 18 years of age, there may be restrictions on the equipment you can operate – check with your supervisor if you have any questions.
- All school rules and regulations apply while you are working.
    - You may be removed from the program for any rule violations while at work or school. If you are removed from the program, you may not be eligible for any Work Based Learning Program.
- You must sign out in the Attendance Office before leaving campus. Any unexpected work schedule change from the designated dismissal time will be handled through the Workforce Development office.

Program Information & Procedures

- Students will be compensated at minimum wage or higher.
- All employment must be with reputable employers covered by Workman's Compensation.
- Career-Technical and Academic Instructors must advise the Workforce Development Coordinator when a student is no longer maintaining a passing grade at Mid-Term or at the end of a grading period.
    - The Workforce Development Coordinator will inform the career-technical and academic instructors of appropriate corrective action as it relates to a student's job placement.
- If a student's work schedule is to be changed on a permanent basis, the employer/student must notify the Workforce Development Coordinator so a new Job Position Approval can be issued.
    - If the student is terminated or unexpectedly quits their job it is the employer's and student's responsibility to notify their instructor and the Workforce Development Coordinator.
    - If a student is no longer participating in this program, he/she will return to their regular daily class schedule.