

## Internship Employer Participation Form

Internships are opportunities for students to work in and learn about an industry, employer, and career while building essential workplace and career skills. Students may earn one (1) credit toward graduation for internship experiences of at least a 280-hour duration. Internships can be paid or unpaid.

WBL Coordinator:	Due Date:
WBL Coordinator Email:	WBL Coordinator Phone:

Once this form has been submitted, the WBL coordinator will confirm receipt, send you more information about the internship program, student candidates, the required training plan and training agreement, and work with you to plan an outstanding internship experience.

Company/organization:		
Industry/business type:		
Address:	Number of internships available:	Internship status (i.e., paid or unpaid):
Preferred start date:		
Location to which student(s) should report:		
Dress code (be specific):		
Department(s) where student(s) will be working:		
Safety precautions, security procedures, or equipment required for internship:		
Main contact name:		
Phone:	Email:	
Signature:		

For more information or questions, please contact the WBL coordinator listed above.

## Internship Feedback and Reflection for Students

Student Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

CTE Course Title: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_

<b>Rate the following from 1-5, with one indicating strong agreement and five indicating strong disagreement:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
The internship met my expectations.					
My supervisor provided valuable information and experiences.					
The internship provided opportunities to engage in a range of job tasks.					
My supervisor was supportive and available to answer questions or concerns.					
I developed my communication, interpersonal, and professional skills.					
I identified or refined my career goals.					
I gained insight into the future stages of my career.					
I developed professional relationships and learned how to network.					
The internship placement was appropriate to my career goals.					
I would recommend the internship experience to others.					

How did the internship experience help shape my future career plans?

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What steps would I need to take to enter and develop in this career?

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What insights did I gain from the internship experience about the workplace and the career?

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What new questions about this workplace or career have emerged as a result of this experience?

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### **Internship Time Log**

Name of Student: \_\_\_\_\_

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Employer	Address
Job Title	Employer Supervisor
Age of Student	Internship Paid or Unpaid?

**PURPOSE:** The purpose of this agreement is to provide a way of recording the terms of the student's employment and to outline the responsibilities of all parties involved with that employment to comply with federal and state labor law requirements.

**STUDENT** agrees to:

1. Attend school and work regularly. The student will notify the school and employer by a designated time regarding an absence. When a student is absent, he/she is *not* permitted to work that day unless advance permission has been given by the WBL coordinator.
2. Perform workplace responsibilities efficiently.
3. Show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
4. *Conform to the rules and regulations, including all safety requirements, of the workplace.\**
5. Furnish the WBL coordinator with necessary information about the internship program and to complete promptly all necessary reports.
6. Consult the WBL coordinator about any difficulties related to the internship.
7. Participate in the career and technical student organization (CTSO) and other school activities required in connection with the internship.

**EMPLOYER** agrees to:

1. Provide students the opportunity to work a minimum of 280 hours per experience. **If school performance becomes unsatisfactory, a maximum level of hours will be established.** (Employers are encouraged to allow students to leave work at a reasonable time on school nights.)
2. *Provide organized and progressive occupational experiences as outlined in the training plan and to expose students to as many aspects of the operation as possible.\**
3. *Assist students in completing job-related projects and to provide available instructional materials and occupational guidance.\**
4. *Adhere to federal and state regulations regarding labor laws, safety regulations, tax credits, and other applicable legislation.\**
5. *Provide work experiences that shall be intermittent and for short periods of time and be under the direct supervision of a qualified and experienced person.\**
6. *Ensure that the work of the student learner in the occupations declared particularly hazardous shall be incidental to the training.\**
7. *Correlate the safety instruction given by the school with the on-the-job training.\**
8. *Adhere to nondiscrimination on the basis of race, color, national origin, sex, disability or age.\**
9. Consult the WBL coordinator as soon as possible regarding work-related problems.
10. Employ students throughout the school year, provided job and school performance is satisfactory.
11. Deny students the privilege of working on days they are absent from school unless the WBL coordinator has given advance permission.

12. Provide time for consultation with the WBL coordinator to evaluate students' on-the-job performance.

**PARENT/GUARDIAN** agrees to:

1. Support the internship and encourage competent participation of students.
2. *Assume responsibility for the safety of students from the time they leave school until they report to the job and from the time they leave the job until they arrive at home.\**
3. Be responsible for the transportation of the student to and from the workplace.
4. Cooperate with all rules and policies of the school and workplace.
5. Be aware that students are not allowed to report to the workplace on days they are absent from school unless they receive permission from the WBL coordinator.

**WBL COORDINATOR** agrees to:

1. *Provide related classroom instruction, including safety procedures.\**
2. *Assume responsibility for initiating and developing individual training plans and ensuring that each plan is followed until it is mutually agreed to modify it.\**
3. *Cooperate with employers in developing appropriate training activities related to students' career interests.\**
4. *Make periodic visits to training stations to observe students, to consult with employers, and to assist students with any problems.\**
5. Assist in evaluation of students.
6. Provide employers with current information concerning students' progress in school.

<b>Student</b> _____	<b>Parent/Guardian</b> _____
(Date)	(Date)
	<b>Employer</b> _____
	(Date)
<b>WBL Coordinator</b> _____	<b>School Administrator</b> _____
(Date)	(Date)

*\*These items meet the requirements of the Work-Training Student Learner Agreement, Virginia Department of Labor and Industry*

**Internship Training Plan**

**Purpose**

The purpose of the training plan is to assist the student in making a successful transition from student to intern. The training plan serves as a guide between the school and the employer to provide training for students that will enable them to meet an identified career objective. The training plan is not a contract and can be modified according to the needs of the student and/or the employer.

**Procedure**

The Work-Based Learning (WBL) coordinator assumes primary responsibility for the

development of an individualized training plan for the student. The WBL coordinator identifies learning experiences that must be provided for the student either in the classroom or on the job. The employer (the student's immediate supervisor) is then asked to assist the WBL coordinator by

- identifying tasks for which training can be provided at the workplace using the training plan
- adding tasks to the training plan that are unique to the workplace
- supervising the student's training for specific job tasks
- assessing the student's strengths and weaknesses in completing tasks at the workplace.

The WBL coordinator visits the workplace periodically to discuss the student's progress. Advice from the employer is used to make modifications in the student's internship experience and to determine specific classroom instruction that can be provided to support student growth.

### **Orientation Checklist for Employers\***

- 1. Introduce students to all persons with whom they will have contact.
- 2. Show students the locations of offices, equipment, and supplies they will use.
- 3. Explain the duties of the students' first assignments.
- 4. Inform students as to who will be responsible for their work assignments and supervision.
- 5. Inform coworkers of their relationship to students and solicit their cooperation.
- 6. Inform students of arrival time, quitting time, check-in procedures and checkout procedures.
- 7. Inform students of lunch times, office procedures, and regulations.
- 8. Inform students of facilities available, such as restrooms, lunchroom, telephone, coat rack, etc.
- 9. Inform students of time-recording procedures, pay schedule, payroll deductions, and computation of wages. \*\*
- 10. Inform students about dress code expectations.
- 11. Inform students about any information that is to be kept confidential.
- 12. Familiarize students with employee benefits. \*\*
- 13. Inform students of clauses in a union agreement, if any, that pertain to students in internships. \*\*
- 14. Inform students of career opportunities with the employer.

\*These activities may be covered in orientation materials provided by the employer.

\*\* Only applicable to paid internships.

Revised 2019  
Copy:Employer

Student

## **TRAINING PLAN**

WBL Coordinator \_\_\_\_\_

School

Student \_\_\_\_\_

Job Title \_\_\_\_\_

Career Objective:

\_\_\_\_\_

Employer: \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Beginning Date: \_\_\_\_\_  
applicable) \_\_\_\_\_

Initial Rate of Pay (if \_\_\_\_\_)

Rating Scale: 4--Task or general experience introduced (initial training period)  
task with minimal supervision  
3--Performs task under supervision  
task and performs with speed and accuracy  
0-Not applicable

2--Performs  
1--Initiates

Job Tasks	On the job instruction	Related Classroom Instruction	Meeting with Classroom Teacher (dates)	Evaluation Visits and Ratings						Comment
				Date	Date	Date	Date	Date	Date	

**Internship  
Training Plan Evaluation Summary Sheet**

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**Visit #1**

Date: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Signature

Student Signature

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**Visit #2**

Date: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Signature

Student Signature

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**Visit #3**

Date: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Signature

Student Signature

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**Visit #4**

Date: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Signature

Student Signature

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**Internship  
Training Plan Evaluation Summary Sheet**  
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**Visit #5**

Date: \_\_\_\_\_

Additional Comments:  
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\_\_\_\_\_  
\_\_\_\_\_

Employer Signature

Student Signature

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**Visit #6**

Date: \_\_\_\_\_

Additional Comments:  
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Employer Signature

Student Signature

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**Visit #7**

Date: \_\_\_\_\_

Additional Comments:  
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Employer Signature

Student Signature



**Visit #8**

Date: \_\_\_\_\_

Additional Comments:

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Employer Signature

Student Signature