



**Employer Guide to Structuring and Preparing for an Intern
2022-2023 School Year**



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— PORTRAIT OF A NORTH KANSAS CITY SCHOOLS GRADUATE —

ADAPTABILITY

Work effectively in a climate of ambiguity and changing priorities. Demonstrate agility in thoughts and actions. Seek out and respond productively to feedback, setbacks, and constructive criticisms. Understand, negotiate, and balance diverse views and beliefs to reach broadly supported solutions.

COMMUNICATION

Articulate thoughts and ideas using oral, written, and nonverbal skills in a variety of forms and contexts. Listen effectively to decipher meaning, including knowledge, values, attitudes, and intentions. Exchanges ideas for a range of purposes and audiences (i.e., to inform, instruct, motivate, persuade, learn, develop relationships, etc.).

COLLABORATION

Honor and leverage strengths of group members to build collective commitment and action. Enrich the learning of both self and others via cooperative efforts. Seek, contribute, and respond to feedback to achieve collective outcomes. Elicit diverse perspectives and contributions. The greater good, common ground, and compromise are vital concepts related to this competency.

EMPATHY

Demonstrate awareness, sensitivity, concern, and respect to connect with others' feelings, opinions, experiences, and cultures. Use awareness of others' feelings, opinions, perspectives, and experiences to inform creative and effective decisions and actions.

INTEGRITY

Actively evaluate and develop a set of core values that are evident in choices and behaviors. Earn and value others' trust and respect through honest, principled behaviors. Develop personal, civic, social, local, and global responsibility through ethical and empathetic behaviors.

LEARNER'S MINDSET

Embrace curiosity and creativity to experience new ideas. Possess the desire to seek new knowledge and understandings, and to refine and update current knowledge and understandings. Seek divergent perspectives in order to broaden and/or refine knowledge. Develop positive dispositions and beliefs about learning to power a lifelong attitude. Challenge untested assumptions.

PROBLEM SOLVING

Identify and analyze underlying causes of issues. Identify, evaluate, and prioritize creative responses to difficult or complex situations. Integrate multiple sources of data for informing issue understanding. Persevere and maintain curiosity to advance understanding of core issues to complex challenges. Reflect critically on successes and failures for further understanding original issues.



NKC Schools and our community of students, families, teachers, staff, leaders, business partners and the Board of Education are committed to developing in all students a set of key competencies that are transferable across time, space, and any situation to prepare for a future of success. During the Portrait design process, a team consisting of all stakeholder groups reviewed an inventory of skills, literacies, and mindsets. The seven chosen for NKC Schools' Portrait of a Graduate represent the key competencies for student success to graduation and beyond.



Intern Program 2022-2023

- Offered Summer 2023, 10th-12th grade students only
- Students will be providing their own transportation
- Supported by Work-Based Learning Coordinator

Important Deadlines & Dates for 2022-2023 Internship Program

Event	Spring Semester
Commitment to Host an Intern (Complete online with link provided)	Friday, February 17, 2023
Student Recruitment & Students Apply for Program	Tuesday, February 21 st - Friday, March 17 th (Willing to leave link open over Spring Break from March 20 th -March 24 th)
Professional Skills Workshop & Interview	Monday, March 27 th -Friday, April 21 st
Placements, Company training sessions & completion of internship forms	May 2023
Begin Internship & Projects Assigned	Monday, June 5 th – Friday, July 28 th
Student Presentation of Experience and Key Learnings	Monday, July 24 th – Friday, July 28 th



Creating a Mutually Beneficial Relationship

The rise in global competition for a talented and innovative workforce brings opportunities for employers to gain a competitive edge.

What is the best experiential option for your organization?

Experiential Learning provides students with direct experience through which they can use analytical skills and reflection to apply new ideas gained from the experience to their classroom learning. Experiential learning includes internships, service learning, and various practicum opportunities. Determine what the best fit for the organization is by considering the following definitions:

Volunteer is a person who performs a service willingly, without pay or credit in order to support a cause.

Service Learning is curriculum-based, emphasizing hands-on learning while addressing real world concerns. The service experience provides a context for translating theory into practice.

Community Service/Civic Engagement offers a broad concept of community involvement and awareness that can include service, advocacy, service learning, volunteerism, and political participation, with the goal of helping to develop community-based knowledge, values and skills.

Capstone/Project Based Learning/Client-Connected Projects course is the culmination of learning in the major. A student generally works on a single large project—such as a thesis paper or large research project—for the entire semester.

Job Shadows provide an initial exposure to a career for a brief period of time (such as one day a week or a couple hours per week) by having students “shadow” an experienced employee or professional. Externships may include academic credit when connected to a course.

Internships are defined by the National Association of Colleges and Employers (NACE) as: “a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.” In addition, an internship is a semester (fall, spring, summer) in duration, may or may not carry credit, and may be paid or unpaid based on the Department of Labor criteria.

A **Student Employee** is a person who is hired to provide services to an organization on a regular basis in exchange for compensation, not for academic credit.



North Kansas City High School students at EXLTUBE



What is an Internship?

Internships are defined by the National Association of Colleges and Employers (NACE) as “a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields that they are considering for career paths; and give employers the opportunity to guide and evaluate talent.” In addition, an internship is a semester (fall, spring, summer) in duration, and may or may not carry credit, may be paid or unpaid based on the Department of Labor criteria within each state.

Internships are designed to:

- Develop intentional learning objective goals that are structured into the experience and supervised by a professional with relevant and related background in the field.
- Support key academic concepts as well as technical and occupational skill development.
- Include learning objectives, observation, reflection, and evaluation.
- Balance the intern’s learning goals with the organization’s needs.
- Typically last three months. May be part-time or full-time.
- Involve industry-related and soft skill development.
- May be carefully monitored and evaluated for academic credit.
- Provide adequate supervision in a reasonably safe environment with the necessary tools to perform the learning goals agreed upon for the duration of the internship.
- Promote hands-on experience in a field of interest.

Internships are supported by:

- Student preparation in the classroom.
- Internship design with the employer partner.
- Multiple opportunities for reflection on the experience, both verbally and in writing.
- Employer assessment of skills acquisition.

Internships are connected to:

- Classroom learning.
- Individual career development/training plans.
- A sequence of educational, training, and workplace activities.
- The student’s next steps.

An internship is NOT:

- Free help.
- Meant to replace an employee.
- More than 20% busy work (filing, covering phone, errands).



Objectives for Internships

1. To reinforce academic skills.
2. To provide basic background instruction to help interns prepare for business/industry occupations and related professions.
3. To facilitate the transition between school and employment.
4. To provide training stations for interns to practice skills and attitudes learned in the classroom.
5. To provide interns with practical experiences that will help make their classroom instruction more meaningful.
6. To provide an opportunity, using local businesses, for interns to acquire skills and knowledge that are best developed on the job.
7. To provide opportunities for interns to make social adjustments and to develop the ability to work cooperatively with co-workers and supervisors.
8. To emphasize to interns the importance of being able to follow directions, pay attention to details, and accept supervision.
9. To foster an understanding in interns of the benefits and responsibilities of gainful employment.
10. To provide interns with the ability to keep up with the changing world of work by putting emphasis on problem-solving, critical thinking, and decision-making.
11. To provide interns with instruction in business skills, principles, and concepts that will lead to success on the job.
12. To counsel interns who want to continue training beyond high school.
13. To illustrate to interns that constant educational growth is necessary for successful employment and good citizenship.
14. To graduate well-trained, experienced workers.



Internship Program Responsibilities

Student Intern Responsibilities

- Contribute real work to internship site.
- Take on a project for the internship site.
- Meet regularly with supervisor to report on progress and to receive feedback.
- Reflect on internship work and learning.
- Have weekly/monthly timecards signed by supervisor and then submit to instructor.
- Notify internship supervisor and instructor if he/she is going to be absent or late.
- Complete a final “Reflective Presentation on Internship Experience,” in-depth research on internship organization (please see page 26 for assignment outline).
- Present about internship experience.

Supervisor Responsibilities

- Train students for site-specific duties.
- Schedule regular times to meet with the student to give him/her feedback.
- Meet, call, or e-mail with the student’s instructor to discuss their work as needed.
- Sign weekly/monthly timecards.
- Contact instructor/WBL coordinator if student is absent.
- Complete at least two official evaluations of intern.
- Provide student with letter of completion and/or recommendation upon conclusion of internship.

Instructor Responsibilities

- Prepare students for internship.
- Collect weekly timecards.
- Monitor intern attendance and behavior.
- Communicate weekly with intern supervisors via phone or email.
- Conduct weekly class lessons.
- Supervise and facilitate class discussion of internship progress.
- Do on-site intern observation visitations.
- If student is receiving a high school credit, assign student a semester grade based on their internship participation.



How Do Employers and Students Benefit From an Internship Program?

Employers:

One of the more significant advantages to providing internships is the opportunity to select and develop your future talent. You have the opportunity to evaluate and screen potential employees prior to making a potential full-time position offer, which leads to financial savings. Employers have reported converting more than half of eligible interns into full-time hires. If hired in a permanent position, previous interns assimilate faster to their new roles and have shorter learning curves than external hires.

Interns can:

- Provide feedback for professional staff to pursue creative or more advanced projects.
- Increase staff retention rate.
- Assist an organization in application of the latest strategies and techniques in the field.
- Maintain connections with colleges and increase visibility on campus.
- Promote community involvement as an excellent public relations resource.
- Recruit other students and generate enthusiasm.
- Create awareness of the field for future hires.
- Give back to the community by teaching the prospective work force.

Finding the right intern for your organization:

High school students who are interested in developing interpersonal and professional skills (NKC Portrait of a Graduate).



Students:

Students are seeking opportunities that stimulate their interests and provide real-world experiences. A meaningful, purposeful internship program will:

- Ensure the assignment of challenging projects and tasks.
- Provide projects that complement academic programs and/or career interests.
- Give broad exposure to the organization (remember this is a chance for them to personally develop and explore career possibilities).
- Provide adequate, reliable, and regular supervision and mentoring.
- Support interns on keeping pace and accomplishing goals.
- Enable the intern to establish a professional network.



Designing Your Internship Program

Prior to hiring an intern, an employer must understand how interns will fit within the company's goal and culture. Since organizations vary in age, size, industry, and product, so too will internship activities.

Questions that may determine what kind of **program** will work best for you:

- What does your organization hope to gain from the program?
- Is your organization looking to fulfill a need on a specific project? Will this internship(s) encompass one major project or entail a variety of small projects?
- What are the tools and workspace necessary to provide the student?
- What talents, academic background and experience do you want in an intern? Decide on qualifications early to help you select the best candidate.
- Who will be primarily responsible for the intern(s)? Will that person be a mentor, supervisor, or both?

North Kansas City Schools internship opportunities that are available to students

To further support Work-Based Learning initiatives, NKC will be re-launching the Career Internship class.

Career Internship: Online class that will be comprised of a combination of paid or unpaid work, online assignments, an enhanced career experience at their current workplace, or a willingness to experience job shadows or an internship in a potential career.

This class should be targeted to **SENIOR** students who:

- Have 1 to 2 open blocks in their schedule (1 block equates to working/interning 180 hours per semester)
- Already have a job or internship.
- Are in the process of obtaining a job or internship.
- Have their own transportation.

Career Internship is a great way to help students maintain a full-time schedule while having supervised and engaging career experiences to help prepare them for what comes next.

Our **second opportunity** is one that we are looking at in a very limited basis for first semester. Independent Internships will be for students who would like to engage in a career experience on top of their school day. Students would not have designated class time in their 8-block schedule for this experience.

Independent Internship Experience

The Independent Internship experience will be a completely individualized experience for students. A bank of potential internships is being created and growing daily. This will be an authentic experience in a field that they can explore without a change to their traditional daily school schedule.

This class should be targeted to students who:

- Commit to time after school hours for an internship.
- Want to get have an in-depth, hands-on experience in professional work environment.
- Have their own transportation.



Expected Hours:

Internship Workdays/Hours

- **Start date:** Monday, January 24th
- **End Date:** Friday, April 29th
- **Days:** Monday-Friday
- **Minimum/Maximum hours per week:** Standards/hours will vary based upon supervisor and site location. All hours do not have to take place on site as students can complete task/s off-site. **If students are looking to earn credits within the career internship course, then students will have to intern 180 hours per each half credit earned (DESE guidelines).

Common Internship Forms

Each school has learning agreement forms that you will be asked to complete (Please see page 21).

- Forms Required: Six forms required from students:
 - a. Training Agreement
 - b. Student Intern Participation Agreement/Student Emergency Information Form
 - c. Contact Information Form
 - d. Time Sheets/Documentation of Hours
 - e. Worksite Experience Evaluation

Providing an Intern Orientation to Your Organization

It is very important that interns be warmly welcomed and introduced throughout your organization, just as you would welcome a new full-time employee. Not only are interns new to your organization, but in many cases, they are new to the professional world of work.

It is during the orientation and training that these issues and information about the organization are addressed. The sooner your intern understands your organization and how it operates, the sooner he or she can assume assigned responsibilities and contribute. Expectation can vary based on the size of your organization, but in general, be sure to review:

- Overall responsibilities (hours, dress code, etc.)
- How to cope with absenteeism
- Safety regulation and requirements

Mid Term and Final Evaluation

An internship can only be a true learning experience if constructive feedback is provided.

Interns will look to their mentors and/or supervisors to help them transition from the classroom to the workplace. It is recommended that mentors and/or supervisors regularly meet with interns to receive and provide feedback concerning their performance. During these meetings the students may:

- Report on a project's status/evaluate their strengths
- Learn how their work is contributing to the organization
- Discuss areas needing growth and development
- Get insight about what work lies ahead

Typically, supervisors are asked to evaluate interns at the midpoint and end of the internship. Employers are encouraged to review the internship with the intern before he or she leaves. Evaluations are helpful when determining the intern's success within the organization for future internships or employment upon graduation.



Sample Intern Projects

ARE YOU INTERESTED IN HIRING AN INTERN, but not quite sure how to determine projects that are challenging, yet developmentally appropriate and not overwhelming? The list compiled below includes sample internship projects that will help you meaningfully engage an intern in the work of your organization while also supporting learning and development. The list is not exhaustive, but we hope it helps you get started!

Communications & Marketing

- Coordinate with internal or external creative partners to create print, digital and other collateral.
- Plan, develop and implement strategic social media and public relations initiatives.
- Create, organize, and execute email campaigns in software system.
- Plan and coordinate an event or meeting.

Data, Statistics, Research, & Analytics

- Research economic data from multiple sources and create visual aids to display pertinent key findings and information to constituents.
- Transcribe and/or write summaries for a collection of oral histories.
- Collect data related to customer sales and inventory information; assist in data analysis and development of action plans to improve inventory position.
- Evaluate and apply metadata schemas to provide description and access to digital projects.

Engineering & Technology

- Work with product designers to define the user experience for a product and test prototypes.
- Test and implement appropriate security methods and control techniques such as firewalls, intrusion detection software, data encryption, data backup and recovery.
- Support database administration and engineering in the architecture, design, development, deployment, and management of Microsoft database environments.
- Check, mark, and prepare engineering drawings using AutoCAD.
- Conduct site visits and generate site observation reports.

Entertainment & Creative Arts

- Schedule actors, respond to phone calls and emails from actors/agents, and take notes during auditions.
- Develop special effects prototypes and update/enhance documentation for audio animatronics team.
- Conduct background research on identity and create mood boards for projects.
- Organize and maintain artist video library and show archive.

Finance & Accounting

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Collect and analyze health care claims and utilization data including cost projections and evaluations.



Journalism & Publishing

- Produce original online content and write headlines to standards under editor's guidance.
- Review and evaluate literary submissions including query letters, proposals, and manuscripts.
- Research, fact-check, and copy-edit material.
- Call to verify information, conduct online research, and enter data.

Nonprofit

- Coordinate donation drive for needed items to support organizational missions and clients.
- Revise, pilot test and finalize the organization's scholarship application process.
- Organize and digitize the organization's historical records for future fundraising purposes.
- Identify grant opportunities and manage the application process.
- Research potential sponsorship, draft donation procurement letters, and follow up on donation procurement inquiries via phone and email.

Sales & Account Management

- Research and consult sales professionals to outline incremental revenue strategies.
- Partner with sales team to execute sales plans in various locations.
- Establish metrics and benchmarks to determine optimal promotional placement for a product.

Sciences & Environment

- Survey insect and local plant populations to understand quantity and life cycle of beneficial insects.
- Enter and analyze wildlife monitoring data, using products to produce maps.
- Coordinate soil sampling, mapping, and implementing variable rate fertility programs.
- Utilize drones to collect imagery and data on natural areas and recreation sites to be used in outreach, education, mapping, and the establishment of baselines for vegetation patterns.

Possible Next Steps

Things to ponder...

- Are there elements or pieces of larger organizational projects that you could delegate?
- Are there projects you believe strongly in but don't have the time to pursue?
- Was there a project a few years ago that could use a refresh?
- What could an intern accomplish within the hours for the semester/year?

Things to try...

- Check with other staff members and content area experts to ask for their insights on options.
- Do a web search for internships in relevant industries to look for inspiration and best practices.



Role of an Internship Supervisor and Mentor

It will be critical to identify a supervisor for your intern(s) who will familiarize them with the organization, provide assignments and serve as a “contact” person for questions. It’s recommended that the intern supervisor be an expert in the type of work the intern(s) will be performing to provide the appropriate guidance for the intern’s assignments. An intern supervisor’s responsibilities will include:

- Taking part in an intern’s application, screening, and interview process
- Conducting intern orientation
- Developing learning goals
- Meeting with an intern regularly to evaluate performance
 - Discuss if needs/goals are being met; and assessing the program’s success

Role of a Mentor

In addition to the supervisor, a mentor may assist with transition into this new learning environment. This is done by answering general questions related to personal and professional growth and sharing career knowledge leading to networking in the field.

Paying an Intern

- Wages for most internship opportunities are usually determined before the intern is hired and are not typically negotiated.
- Consider paying consistent wages to all interns within each department.
- Students in technical fields are generally paid more than non-technical fields.
- Pay for interns often varies by location, type of industry, size of organization, etc.

Unpaid as Defined by the Department of Labor

If you are deciding between paid and unpaid internships, it is important to know if the U.S. Fair Labor Standards Act applies to your organization. Please see the U.S. Department of Labor Factsheet linked here: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

Fair Labor Standards Act

Employers who participate in subsidized work-based training programs implemented by states for unemployed workers may be subject to the requirements of the Fair Labor Standards Act (FLSA) for the workers who are placed with them. If an employment relationship exists between the participating employer and the worker, and the worker is engaged in work subject to the FLSA and does not satisfy one of the FLSA’s exemptions, the employer must pay the worker at least the federal minimum wage for all hours worked and overtime pay at one and one-half times the worker’s regular rate for all hours worked over 40 in a workweek. State and local minimum wage and overtime laws may apply as well. If the worker is a trainee as opposed to an employee under the FLSA, then he or she is not covered by the FLSA’s minimum wage and overtime provisions. Fair Labor Standards Act full details can be found here: https://docs.google.com/document/d/1H4gg0x0hvpErewYC_CrrkNV3bY8dbgAH-wlZLCdC_eE/edit?usp=sharing



Writing an Internship Posting Description

Employers are competing to gain a student's interest and stand out among the rest. When writing your posting, treat the description as an opportunity to showcase the internship. *(See end of document for sample posting descriptions).*

Questions to consider *BEFORE* writing the position description:

- Why will students want to apply for your opportunity over others in the industry?
- Does your opportunity illustrate how it will be a unique experience?
- Do you fully define the benefits and incentives your organization can provide?

Writing an internship description is essential to recruiting the right individual. Write the description in clear, everyday language that will help the student understand the position and your organizational culture. If the opportunity offers a broad exposure to many elements in your organization, be sure to state that in the description. Interns appreciate knowing the expectations upfront.

An effective internship description will:

- Explain the organization's goals and mission
- Outline the intern's responsibilities and potential tasks/projects
- Describe skills that will be developed
- Illustrate the necessary qualifications
 - Skills (computer, analytical, design, communications, etc.)
 - Education level (year, GPA, etc.)
- Clarify the duration of the internship
 - Hours required per week/semester (fall, spring, summer)
 - Flexibility with schedule or specific hours
- Note if it's paid or unpaid
- Specify how to apply and provide contact information
- Provide expectations for travel if it is outside of attendance to job site



Sample Internship Job Description

Service and Training Intern

PROFESSIONAL OBJECTIVES

Objective 1: To create an improved interviewing and hiring system that will lead to more accurate and relevant interviewing, lower turnover, and a stronger team.

Activities/Resources:

- Evaluate current interviewing forms.
- Alter the forms to be more behaviorally-based; create new forms if necessary.
- Determine desired qualities (experience, availability, customer focus, etc.) and the importance of each characteristic.
- Determine the most effective way to determine the information from the applicant.

Evidence:

- Include data that highlights lower turnover in Quarter 4.
- Include original forms and procedures.

Objective 2: Create a more efficient system of training to provide a consistent, comprehensive New Employee Orientation to all associates in an engaging manner.

Activities/Resources:

- Create a system for training that is consistent for each new employee.
- Maintain a fun, engaging environment.
- Create an environment of trust and camaraderie.
- Collect feedback from new associates for any alterations needed.

Evidence:

- Include an electronic version of the new training binder.

DETAILS

Duties include:

- Interviewing and hiring new associates
- Training new and existing employees on all best practices
- Give coaching and feedback to all associates regarding performance
- Meet Customer Experience Survey requirements (currently #3 in the district)
- Managing Old Navy Card Goals (Currently #9 in the district)

Evaluation methods:

- Daily communication with manager
- Weekly meetings for evaluation and feedback
- Quarterly performance reviews

Expected workdays:

Internship workdays/hours

- **Start date:** Monday, June 5th
- **End Date:** Friday, July 28th
- **Days:** Monday-Friday
- **Minimum/Maximum hours per week:** Standards/hours will vary based upon supervisor and site location, but students will need a total of 180 hours for credit (Approximately 13 hours per week over the 14 weeks).



Internship Work Schedule Calendar and Form

This form is to be filled out by the student and the internship supervisor. Three copies should be made: one should be kept by student, one by supervisor, and one should be given to the instructor. Please print neatly. Be sure to complete for the correct semester: Fall or Spring.

Internship Actual Start Date: _____ **Actual End Date:** _____

Dress Code: _____

Work Schedule (Please fill in with hours on the appropriate days. *Students must attend class during their scheduled class hours.*)

Mondays: Report Time: _____ Leave Time: _____

Tuesdays: Report Time: _____ Leave Time: _____

Wednesdays: Report Time: _____ Leave Time: _____

Thursdays: Report Time: _____ Leave Time: _____

Fridays: Report Time: _____ Leave Time: _____

Please label the below calendar by **circling** all days student will work at internship and **putting an X** through any holidays or other special days that intern will not be required to report.

19 January 2023 19						
Su	Mo	Tu	We	Th	Fr	Sa
1	X	X	4	5	6	7
8	9	10	11	12	13	14
15	X	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18 February 2023 19						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	24	25
26	27	28				

18 March 2023 18						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	X	X	X	X	25
26	27	28	29	30	31	

19 April 2023 20						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Please Note: The dates below are school holidays; interns are not required to work during school vacations and/or on any announced snow days.

Intern Vacations & Holidays

- May 29th: Memorial Day
- June 19th: Juneteenth
- July 4th: Fourth of July



Summer 2023 hours will be counted from June 1, 2023 - August 18, 2023

**NKCSD Career Internship
Internship Experience Hours Documentation
Hours documented here cannot be used for a grade in any other class.**

Dates	Total Hours Worked	Student Name/High School
Example: July 5-12, 2022	17 hours	Jessi Smith/Tonka

This sheet should be submitted **monthly**, to document work you are doing such as volunteering or interning at a business/organization approved by your Career Internship teacher. If you are receiving a paycheck for your work, you will submit copies of your pay stubs to your instructor.

Employer/Supervisor Name

Name of Business & Address

Remember, you need 180 hours for each block/.5 credit you are enrolled each semester. Submit to your Career Internship teacher by scanning/taking a picture and sending via email or submit hard copies by leaving in the counseling office for your instructor.



Intern Standards of Conduct

I, _____, understand that as an intern at
Intern name

_____ I will be required to follow the following
job site/ company or organization
standards of appropriate workplace conduct while I am on the job:

- I will be punctual and conscientious in the fulfillment of my commitment and duties.
- I will accept supervision graciously.
- I will conduct myself in a dignified, courteous, and considerate manner.
- I will take any problems, criticisms, or suggestions to my supervisor.
- I will follow all company policies and procedures (dress code, safety training, etc.)
- I will always knock-on closed doors.
- I will not chew gum or eat food while working.
- I will not bring friends to the work site.
- I will not accept tips.
- I will always notify my supervisor before I am expected if I am not able to report for work.
- I will only work when and where assigned.
- I will refrain from using my mobile phone while at work
- I will not use company phones or computers for personal communication.
- I will not discuss race, religion, or politics with customers.

Interns are required to follow the same code of conduct as other members of the team. Always remember that you are representing the North Kansas City School District and your intern site.

Signed: _____ Date: _____
Intern's Signature

Signed: _____ Date: _____
Supervisor's Signature



Internship Contact Info Form

This form is to be filled out by the student and should include the internship supervisor information. Three copies should be made: one should be kept by student, one by supervisor, and one should be given to the instructor. Please print neatly.

Student Intern Name: _____

Student's Phone(s): _____

Student's Email(s): _____

Supervisor Name: _____

Supervisor Title: _____

Supervisor's Phone(s): _____

Supervisor's Email(s): _____

Business or Organization Providing Internship: _____

Address of Internship Site: _____

Instructor's Name: _____

Instructor's Title: _____

Instructor's Phone: _____

Instructor's E-mail: _____

NKCS D Intern Program Coordinator Name:

Mrs. Shannon C. Shelton, Assistant Director for Work-Based Learning

Coordinator's Phone:

816-814-2619 (District Cell)

Coordinator's Email:

shannon.c.shelton@nkcschools.org





Internship Agreement North Kansas City School District

STUDENT EXPECTATIONS

1. I will be on time and in attendance regularly at my worksite and class meetings.
2. I understand I must work a minimum of 10 hours per week to meet course requirements and receive course credit.
3. I will notify my teacher, coordinator, and worksite supervisor of any absences in advance.
4. I will not quit my job until the teacher, coordinator, and I have discussed all outcomes and options.
5. In the event that I quit my job, I will provide at least two weeks of notice to my worksite supervisor and teacher coordinator.
6. I understand if my classroom and/or worksite conduct is not satisfactory, my internship program may be discontinued, and I may receive no credit.
7. I will follow the policies and procedures required by my worksite.
8. I will carry out my training on the job in such a manner that I will reflect positively upon myself, the internship program, and my school.
9. I will provide my own transportation and require clothing or items needed during the internship experience.
10. I will maintain a payroll record and accurate account of my work hours and submit them weekly along with all paycheck stubs.
11. I understand that the teacher coordinator will assist in placing me by providing advice, suggestions and notice of openings, but that the primary responsibility for securing an acceptable worksite is mine.

PARENT/GUARDIAN EXPECTATIONS

1. I will help my child fulfill the above requirements.
2. I understand my child will provide their own transportation and required clothing or items needed during the internship experience.
3. I will contact the teacher coordinator with questions or concerns before contacting the worksite.

TEACHER/COORDINATOR EXPECTATIONS

1. I will give systematic instruction at the school related to the student's duties and responsibilities at the worksite.
2. I will visit the student on the job at my discretion for the purpose of evaluation.
3. I will share school policies, expectations, and requirements with the student and worksite supervisor.
4. I will understand the workplace policies, expectations, and requirements.

WORKSITE SUPERVISOR EXPECTATIONS

1. I will understand the school policies, expectations, and requirements.
2. I will share my workplace policies, expectations, and requirements with the student and teacher coordinator.
3. I will assist the teacher by providing honest feedback of the student's performance.
4. I will contact the coordinator concerning student dismissal from their job.

It shall be agreed that all parties in this program will not discriminate in training and/or employment opportunities on the basis of race, color, religion, gender, origin, or handicap.

We, the undersigned, agree that we have read and understand the purpose and intent of this Internship Agreement.

Student's Name (Please Print) _____ Student's Signature _____
 Guardian's Name (Please Print) _____ Guardian's Signature _____
 Supervisor Signature _____ Teacher Signature _____



Intern Participation Agreement & Emergency Info North Kansas City School District

The objective of the Internship Program is to contribute to your vocational training by providing opportunities for you to participate in an actual job setting related to your career choice. Students will be actively involved in the business community and training in a business environment; therefore, participants must comply with the standards and policies set by the participating employers:

Participation Requirements

- Good grooming is essential in the classroom and at a worksite.
- Absences must be cleared by your school attendance coordinator. Excessive absences will result in dismissal from this training program.

Training Station Standards

- Follow company dress code policy.
- Tardies and absences are not consistent with a professional attitude.
- You must train for the full time assigned, even if you arrive late.
- Schedule appointments and school activities outside of internship and class time.
- Call the training stations as well as the classroom prior to being absent.
- Return to the classroom as scheduled for related instruction. Missing more than three related classes may result in losing your non-paid or paid internship.
- Notify your instructor if you are offered a paid position so arrangements can be made (e.g., work permit).

Positive public relations are required of all interns. Clear communications and understanding will help the year run smoothly. Enjoy, learn, and have a great semester!

Emergency Information

Who to contact in case of emergency _____ Phone () _____

	Name	Relationship
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Please list any special medical instruction (e.g., allergies, vision, seizures, limited physical activity, or other pertinent information). _____

By signing below, the student (or parent/guardian if student is under 18 years of age) certifies that the student meets all the following qualifications:

- Is at least 16 years of age
- Is a full-time student and enrolled in the North Kansas City School District

I (we) have read, discussed, understand, and agree with the expectations set by the instructor.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

NKCS D Internship Parent Contract

Your student, _____ who is enrolled in one of our four high schools has a unique and beneficial opportunity to be off-campus during school hours for a field placement internship with a local company or organization. All internship placements will be pre-approved by NKCS D staff, and all supervisors have undergone a training prior to hosting an intern. The NKCS D instructor/WBL coordinator will be in constant communication with the supervisor and will also visit all internship sites. If you have any questions and/or concerns, please reach out to Shannon C. Shelton at shannon.c.shelton@nkcschools.org or by phone at (816) 814-2619.

To leave campus for this special privilege, it is important that students and parents understand our district and program rules regarding leaving campus. Please read carefully, initial each item, and sign at the bottom, agreeing to the terms listed below.

____ Student will attend the internship on days designated by the school site and agreed upon by supervisor and intern. All other days, the student will remain in class if it is an in-class day, or students may go home if they have a home period.

____ Student may leave campus during assigned internship period class or assigned home period to go to the internship. The intern must sign out prior to leaving campus and sign back in when returning, if applicable. This signature indicates that the student will be going directly to and returning from the internship site.

____ If the student intern cannot attend the internship for a permissible reason (supervisor's request or student on-campus activity conflict), then student must remain in class. In such event, advance notice must be given to teacher and supervisor.

____ Student must report to their internship every work day on time, dressed appropriately for that site, and prepared for the work they will be given. Student must always conduct themselves professionally. This includes using polite language and good etiquette with electronic devices.

____ Student must have his or her supervisor sign a weekly/monthly timecard to verify hours worked for that week. If enrolled in the career internship course, check to see when your timesheets are due for class credit.

____ If a student is found to not be at their internship after signing out, does not show up, has unreliable attendance, or demonstrates rude behavior, then the student's code of conduct may be enforced by the teachers and administration in the district.

Internships are a valuable learning experience for our students to explore careers and gain transferable work skills in a professional setting. Thank you for agreeing to our contract. Please sign below stating you understand the rules as well as the consequences for not following them.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Teacher or College and Career Facilitator: _____ Date: _____

School Administration: _____ Date: _____



Worksite Experience Evaluation

***This form will also be sent electronically to employers.*

Student Name: _____ Course: _____

Job Training Station (Internship Placement Site): _____

	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
Displays Portrait of a Graduate Competency - Collaboration Works both independently and collaboratively.				
Attends internship on a regular basis and notifies prior to absence due to illness or emergency.				
Displays Portrait of a Graduate Competency - Integrity Comes to work on time.				
Dresses and is groomed appropriately for the job.				
Displays Portrait of a Graduate Competency - Communication Communicates with customers, employees, business contacts, and management.				
Displays Portrait of a Graduate Competency - Adaptability Performs reliably and responsibly. Able to adjust and be flexible if needed.				
Serves customers/others, works well with diverse populations.				
Performs the essential tasks related to this occupational area.				



(Page 2)	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
Uses math accurately as required.				
Practices good safety procedures.				
Displays Portrait of a Graduate Competency - Problem Solving Solves problems, thinks critically, and makes good decisions.				
Displays Portrait of a Graduate Competency - Learner's Mindset Plans work and takes initiative.				
Demonstrates ability to manage resources well.				
Displays Portrait of a Graduate Competency - Empathy Demonstrates leadership and willingness to help and train others. Demonstrates a positive attitude.				
Acquires, evaluates, and interprets data appropriately.				
Works well as a team member within the organization.				
Produces quality work consistent with assigned objectives.				

Comments:

Evaluator's Signature: _____

Date: _____



Final Reflective Presentation on Internship Experience Assignment

Here is the recommended outline for your final presentation (PowerPoint, Prezi, Google Slides, etc.):

COMPANY/ORGANIZATION

1. Brief Overview and History of Company/Organization

- What industry does this fall under?
- What do they do?
- How did it get started and grow to where it is today?

2. Company/Organization Basic Info

- How many employees?
- Basic leadership structure
- What different jobs are there? (Give examples)
- What education level is needed at the different jobs? (Give examples)
- How do they make money? (Even nonprofits must have funds)

3. Essential Skills

- Which of the workplace essential skills are most important/used most often in the company/organization and in the intern position you had? (Give examples)
- Which of these skills do you believe will be transferable to other jobs or industries in your future?

MY INTERNSHIP EXPERIENCE

4. My Job Position

- What was your job description?
- Who did you work with or under on a regular basis?
- What did a typical day of work look like for you? Give examples and PICTURES.

5. Accomplishments & Contributions

- What types of projects or work did you do for the company/organization?
- How did your contributions fit into the “big picture?”
- What were you most proud of?

5. How Did I Grow?

- Describe 3 concrete things you learned from this experience (specific skills, specific technology, a mistake you learned from, etc.)
- How have you grown as an individual at this internship?
- What aspects of the NKC Schools Portrait of a Graduate have you practiced or demonstrated through this internship?

6. Conclusion

- Your overall feelings about your internship experience/ favorite things about it.
- How will this experience affect your future?



Appendix

- Student Internship Checklist
- Employer Internship Tip Sheet
- Employer Internship Fact Sheet
- Intern Orientation Checklist
- Individualized Training Plan
- Frequently Asked Questions



Student Internship Checklist

Internships can give you valuable experience in the workplace. It is an exciting time because you get a preview of what your life could be like working at a job in an area of interest to you.

You'll meet many new people and learn a lot, so pay close attention and think about the possibility of this being a job for you one day.

Have you done all that you can to prepare for your internship?

- Think about the kind of internship you might like to have. Once you've asked around about what's available, decide on the one that fits best for you and apply for it.
- Turn in all forms and complete any other needed documentation.
- Create a resume' and prepare for your interview.
- Practice your "elevator pitch/grocery store" introduction (who you are, why you're interested in the internship, what you are studying in school and what your career goals are.)
- Do some research. Find out what you can about the and the position.
- Have questions for the employer ready.
- Map out the location and leave early enough to ensure you arrive 10 minutes before the interview. Plan out what you are going to wear for the important first meeting.
- Once you have a placement confirmed, CONGRATULATIONS!
- Learn all you can about the company and what will be expected of you.

Getting Ready for Your First Day

- Map out employer location and plan to get there 10 minutes early.
- Dress professionally.
- Bring your ID and any other forms that you need.
- Know the name of your supervisor and who to ask for when you get there.
- Relax and smile.

Have you thought about what you can do to make your internship a big success?

- Talk to a teacher or coordinator about what you're learning goals are. Think about what you want to learn, the skills you'd like to develop, and work with your worksite supervisor to improve them.
- Go to the orientation and any other trainings that your worksite supervisor requests.
- Make sure you understand your duties and complete all assigned tasks.
- Ask questions if something is unclear!
- Track your hours and submit your timesheet (on time)!
- Consider keeping a daily journal about what you are learning and experiencing.

When your internship is over, how will you keep moving your career forward?

- Participate in ongoing self-reflection activities and classroom assignments.
- What were you able to accomplish and what did you learn through this experience?
- Send a thank-you letter to your worksite supervisor and ask if you can use him/her as a reference on your resume'.
- Update your resume' based on new skills and experiences gained and record the experience.
- Think about what you would like to do next to move your career plans forward.



Employer Internship Tip Sheet

Internship

Internships provide a direct benefit to the employer and give students the opportunity to learn by doing authentic work and being productively engaged in the workplace. Interns may work individually, in teams, work on a project, or rotate through several departments and job functions.

Before the Internship

- Contact your work-based learning administrator to discuss hosting an intern. If/when you decide to move forward, interview and select or hire the student intern.
- Work with the work-based learning coordinator to develop and design the internship.
- Determine who supervises and guides the intern.
- Review the informational packet.
- Meet with the coordinator and the intern to finalize learning plans and agree on an ongoing communication strategy.
- Inform other staff that an intern will be at the workplace.



During the Internship

- Provide a workplace orientation for the intern.
- Consider ways the intern can develop Portrait of a Graduate/Employability Skills (ask the coordinator for a copy of the Portrait of a Graduate) to assist with exposure within the industry.
- Identify opportunities that will support the intern's academic, occupational, and employability skill development and assist the intern in working toward learning objectives.
- Think about ways you can serve as both a coach and supervisor.
- Communicate successes and opportunities to the WBL coordinator that can be used to enhance the value of classroom connections.
- Complete evaluations to assess the intern's performance at a midpoint and completion of the internship. Discuss it with the intern and the coordinator.

After the Internship

- Hold a debriefing session internally at the organization, review the effectiveness of the internship program and make suggestions for improvement.

Did You Know?

Student interns are learning about your industry and are considering how they might prepare for and their career.

Students who participate in internships while in high school enjoy higher graduation rates and better employment outcomes later in life.





Work-Based Learning Toolkit

Employer Internship Fact Sheet

Internships provide a direct benefit to the employer and give students the opportunity to learn by doing authentic work and being productively engaged in the workplace. Interns may work individually, in teams, work on a project, or rotate through several departments and job functions.

Program Level: 12th grade
Employer/Student Ratio: 1:1 (Maximum 1:5)
Duration: 14 Weeks, 100 or more hours
Location: Workplace
Costs: \$0
Special Considerations: Internships may be paid or unpaid, depending on whether the student is performing productive work for the employer and other factors.

See U.S. Department of Labor Factsheet
<https://www.dol.gov/agencies/whd/factsheets/71-flsa-internships>

Why is an internship important for students?

- Every student needs a first job, and for many, an internship provides the opportunity.
- An internship provides exposure to a wide range of careers and jobs within the industry.
- Students who participate in an internship experience higher graduation rate and better employment outcomes later in life.
- Internships help students develop occupational knowledge and the ability to perform successfully in the workplace.
- Internships offers an opportunity to develop, practice, and demonstrate new skills and to learn what education and skills are needed to be successful in the industry.
- Internships provide students a chance to develop adult and team relationships.

What are the benefits to my company?

- Introduce potential future workers to job opportunities with your company.
- Expose students to the skill needs, educational requirements, and career opportunities in your industry.
- Bring new energy and a fresh perspective to your workplace.
- Show your employees that you are committed to supporting education and help them understand how to communicate with the next generation of workers.
- Provide opportunities for existing workers to develop supervisory skills.
- Promote an understanding of the role and contributions of your business in the community.

What do I need to do next?

- Contact your work-based learning coordinator and work with him/her to design the internship.
- Arrange for a presentation to your employees.
 - Consider any impacts on company policy.



Intern Orientation Checklist

We recommend intern supervisors use this for first-day orientation with interns.

Intern Name: _____

Supervisor: _____

Company & Department: _____ Time/Date of Orientation: _____

I. Welcome and Introduction

- What it means to work at this company

II. Workplace Tour

- Overall tour of facility
- Check-in procedures
- Tour of workspace
- Exits, evacuation routes
- Introduction to staff

III. Tour of Employee Facilities

- Restrooms
- Parking
- Break Rooms
- Telephones
- Storage for personal belongings

IV. About the Company / Organization

- Discussion of company structure
- Key people in the company
- Type of business, products, services
- Who our customers/clients are
- Other branches or divisions

V. Department Specifics

- Telephone number and address
- Explanation of work schedule
- Location of time clock/sign-in
- Attendance requirements
- Working with other dept./employees
- Hours/break times (if applicable)

VI. Job-Specific

- Location of necessary supplies
- How to use phone/office equipment
- Job description & training plan
- Evaluation procedures

Intern Orientation Checklist Page 2

VII. Safety Training

- Stairwell/fire exits
- Fire extinguishers
- Special hazards
- Accident prevention

VIII. Supervisor's Expectations

- Dress code (hair, clothing, jewelry)
- Performance expectations
- Company culture (teamwork, service, values, etc.)

IX. Materials / Technology

- Computer or laptop (if needed)
- Security/login procedures
- Personnel handbook
- Organization chart
- Telephone or email contacts

Orientation Completed:

Intern Signature / Date:

Supervisor Signature and Date:



Frequently Asked Questions

Do students have to come to school?

- Career Internship class students **will not** be required to physically come to school during their designated class time, as long as they are meeting the required performance standards of online classes to be off-campus.
- Independent Internship occurs after school hours. Students will attend according to their regular full daily schedule.

What is the benefit of a student from doing this?

- Career Internship: an excellent way to earn school credit while working, opportunities for additional experiences in careers they are interested.
- Independent Internship: valuable hands-on experience to learn more about a particular career field and bolster the resume outside of the school day.

How does a student find the internship?

- Career Internship: students should have jobs already, but if they are interested in having an internship, student will work with their CI teacher for these connections.
- Independent Internship: College & Career Facilitators will connect students with internships opportunities.

What qualifies or disqualifies a student?

- Students are expected to follow all NKCS guidelines and any workplace/internship guidelines as set forth by the business or organization. Discipline, attendance, and satisfactory progress towards graduation must be maintained.

Is there a set number of hours students must complete?

- Career Internship: 180 hours/.5 credit (Students can earn 2.0 credits of internship per year.)
- Independent Internship: Will be established by business/organization and student. (No school credit given for this experience.)

How will students get there?

- Student provides transportation, unless extenuating individual circumstances are present.



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