

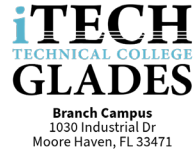
Immokalee Technical College Work-based Plan

Mission Statement:

The mission of Immokalee Technical College is to empower students through innovating hands-on training that qualifies and prepares students for achievable employment and future career success in the workforce.

Vision Statement:

To be the leader of technical training in Southwest Florida, that cultivates student excellence through accessible and achievable workforce education and prepares them to enter employment as a skilled, knowledgeable, and productive member of the Southwest Florida community.



To: Business and Community Partners

From: Aaron Paquette, Director

Subject: Student Work-based Learning and Internship Opportunities

The mission of Immokalee Technical College is to prepare students for achievable employment and future career success in the workforce. One of the most valuable experiences our students can have is an internship, because it allows them to gain practical experience in the workplace while earning academic credit at the same time.

An internship typically takes place toward the end of a student's program of study. Students report to work at a cooperating business or a community service or government agency for approximately two to four weeks. The business or agency supervises the student intern and communicates with the instructor. The attached time sheets from the internship become our record of attendance, and the performance evaluation is used to calculate the student's grade. Direct communication with the instructor to supplement these documents is always welcome as well.

Some internships are unpaid work experience, some employers have provided a stipend to assist with travel expenses, and some are paid experiences. If the student intern is offered a paying job at the conclusion of the internship, that's great, but employment is not necessarily the goal of every internship.

If you anticipate an opening, it is a great way to check out a potential employee. But if you simply have the heart and the desire to help students, then the practical experience they gain from working in your organization, along with a reference or letter of recommendation, would really help them in their quest for employment.

A list of frequently asked questions is attached, along with the contact information for each of our programs.

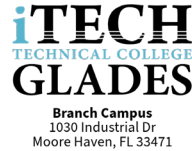
iTECH appreciates your commitment to training our workforce by providing internship opportunities for the students at Immokalee Technical College Campuses.

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Paquette".

Aaron Paquette

Director, Immokalee Technical College



What is an internship?

- An educational program that allows students to gain work experience at a job site and academic credit at the same time.

Are Interns Paid?

- Student interns can be paid or unpaid which is at the discretion of the employer and the student.

How long is an internship?

- Usually, two to four weeks and can be longer; this can be determined by the Agency and iTECH on an individual basis.

What documentation is required?

- A signed agreement between the Agency and Immokalee Technical College
- Intern Time Sheets (serves as the iTECH' s attendance Record)
- Intern Performance Evaluation (Used to calculate the intern's grade)
- If your intern performs well, a reference or letter of reference would be appreciated, but is not required.

What about insurance?

- A. To the extent permitted by law, and without expanding or increasing the waiver of sovereign immunity provided in Section 768.28, Florida Statutes, Immokalee Technical College agrees to indemnify and hold harmless the Agency from any and all claims, liabilities and causes of action arising out of negligence, error, omission, or intentional acts of assigned students, agents, officers, servants or employees of the Immokalee Technical College. Immokalee Technical College does not indemnify the Agency for the Agency's own negligence, errors or omissions, or intentional acts of its agents, officers, servants, or employees.
- B. Immokalee Technical College agrees to maintain, during the term of this Agreement, professional liability insurance with a single limit of liability of no less than one million dollars (\$1,000,000) per occurrence with an aggregate amount of \$2,000,000.00. A certificate of insurance or other acceptable documentation in evidence of compliance with this paragraph shall be filed with the Agency before any extern enters the Agency's premises.

Who do I contact about an internship?

| Program | Location | Instructor | Email | Phone |
|--|----------------------|-------------------|--|--------------|
| Accounting Operations | Immokalee | Alma Galindo | galina@collierschools.com | 239-377-2180 |
| Applied Cybersecurity | Immokalee/ GLADES | Amy McMullin | mcmula@collierschools.com | 239-377-0931 |
| Automotive Service Technology | Immokalee | James Reuss | reussj@collierschools.com | 239-377-4978 |
| Building Construction Technology | Immokalee | Tim Moore | mooret@collierschools.com | 239-377-8046 |
| Computer Systems & Information Technology | Immokalee | Amy McMullin | mcmula@collierschools.com | 239-377-0931 |
| Cosmetology | Immokalee | Delia Lozano | lozand@collierschools.com | 239-377-1948 |
| Digital Media/ Multimedia Design | Immokalee | Omar Rodriguez | rodrio@collierschools.com | 239-377-9972 |
| Early Childhood Education | Immokalee | Melinda Moore | moorem6@collierschools.com | 239-377-9951 |
| Heavy Equipment Service Technician | GLADES | Neil Elmore | elmorn@collierschools.com | 239-377-9537 |
| Heavy Equipment Service Technician | Immokalee | Stephen Bridges | bridgs1@collierschools.com | 239-377-9549 |
| HVAC/R | GLADES | Javian Everett | everej@collierschools.com | 239-377-3472 |
| Machining Technologies/CNC Production | CME-Naples | Ross Porter | porter@collierschools.com | 239-377-5197 |
| Professional Culinary Arts & Hospitality | GLADES | Shauna Kay Elliot | ellios2@collierschools.com | 239-377-9539 |
| Professional Culinary Arts & Hospitality | Immokalee | Terrie Poole | poolet@collierschools.com | 239-377-5484 |
| | | | | |
| Name | Title | Email | | |



Main Campus
508 North 9th St
Immokalee, FL 34241



Branch Campus
1030 Industrial Dr
Moore Haven, FL 33471

| | | |
|-----------------|----------------------------|--|
| Aaron Paquette | Director | paquetaa@collierschools.com |
| Eugenia Burton | Assistant Director | burtoneu@collierschools.com |
| Julie Alfaro | Workforce Coordinator | alfaroju@collierschools.com |
| Cynthia Hantzis | Health Science Coordinator | hantzc@collierschools.com |
| Martha Mendoza | Office Manager- Immokalee | mendozma@collierschools.com |
| Delilah Reyna | Office Manager- GLADES | ReynaDe@collierschools.com |



Contract #11-1206

INTERNSHIP TRAINING AGREEMENT

This Agreement entered into this _____ by and between
(day) (month) (year)

the District School Board of Collier County (hereinafter referred to as Immokalee Technical College, iTECH) and _____ (here in after referred to as the Agency).

WHERE AS, Immokalee Technical College and its branch or extension campus desires to provide practice experience for students. WHERE AS, the Agency is offering to provide the necessary facilities for said practice experience in recognition of the need to educate students.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

I. RIGHTS AND OBLIGATIONS OF THE AGENCY:

- a. The Agency agrees to make available, to the extent reasonable, certain facilities to Immokalee Technical College to provide practice experience for iTECH students from appropriate agency programs related to the educational project. The number of students for each placement will be arranged by mutual agreement.
- b. The Agency in cooperation with Immokalee Technical College has the right to withdraw any student or faculty member who does not meet professional and/or other requirements of the Agency or any appropriate authority controlling and directing said Agency.
- c. The Agency shall not substitute students of Immokalee Technical College for paid Agency staff for any purpose, function, or task while the students are attending practice courses, and no student shall be considered to be an employee of the Agency while attending the practice courses.
- d. Prior to the actual commencement of the practice course, the Agency shall provide the students and applicable faculty with an orientation session about its policies and procedures. These students and faculty must attend an orientation prior to the commencement of the course.
- e. The Agency will be responsible for arranging immediate first aid and emergency care of students and faculty in the event of an accidental injury or illness at the expense of the students and faculty.

II. RIGHTS AND OBLIGATIONS OF IMMOKALEE TECHNICAL COLLEGE:

- a. Immokalee Technical College shall acquaint the students with the rules and regulations of the Agency and shall hold the student responsible for complying with all rules and regulations as set forth by the Agency, which may be amended by the Agency from time to time. The Agency may provide further orientation.
- b. Immokalee Technical College shall assure that students wear identification in accordance with the policies of the Agency.

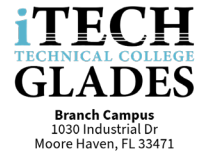
- c. Immokalee Technical College representative shall have regular communication with the Agency representative to coordinate the progress of practice experiences and to determine their effectiveness.
- d. Immokalee Technical College shall coordinate student practice experiences with the designated representative from the Agency.
- e. Immokalee Technical College shall arrange meetings with the appropriate clinical staff of the Agency to review the progress of the practice experiences as needed.
- f. Immokalee Technical College shall provide methods for student evaluation and shall be responsible for determining the students' final grades.
- g. Immokalee Technical College shall inform the representatives of the Agency as to the extent of the academic preparation of the students for the purpose of ensuring the appropriate level of practice assignments for the students.
- h. Immokalee Technical College shall confirm in writing that each student has on file a record of completed immunizations and CPR as appropriate.
- i. Immokalee Technical College shall upon reasonable request of the Agency remove any student from the training site and from participation in the practice experience as long as such request shall not discriminate against any student on the basis of race, religion, sex, creed, age, national origin, or disability.
- j. Immokalee Technical College shall not exceed instructor/student ratios as set by regulatory bodies and the Agency.
- k. Immokalee Technical College shall provide the Agency with a copy of the current curriculum.
- l. Immokalee Technical College shall inform all students that they must keep all information confidential and shall not disclose such information to third parties except as required by law.

III. INDEMNIFICATION AND INSURANCE:

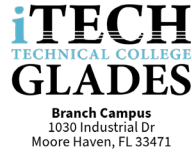
- a. To the extent permitted by law, and without expanding or increasing the waiver of sovereign immunity provided in Section 768.28, Florida Statutes, Immokalee Technical College agrees to indemnify and hold harmless the Agency from any and all claims, liabilities and causes of action arising out of negligence, error, omission, or intentional acts of assigned students, agents, officers, servants or employees of Immokalee Technical College. Immokalee Technical College does not indemnify the Agency for the Agency's own negligence, errors or omissions, or intentional acts of its agents, officers, servants, or employees.
- b. Immokalee Technical College agrees to maintain, during the term of this Agreement, professional liability insurance with a single limit of liability of no less than one million dollars (\$1,000,000) per occurrence with an aggregate amount of \$2,000,000.00. A certificate of insurance or other acceptable documentation in evidence of compliance with this paragraph shall be filed with the Agency before any extern enters the Agency's premises.

IV. TERMS OF AGREEMENT

- a. The Term of this agreement shall be from _____ day of _____, 20____ through the _____ day of 20_____.



- b. Either party hereto may terminate this Agreement, without cause, at any time by providing the other party at least 60 days written notice provided, however, any currently enrolled students will be permitted to complete the current clinical rotation.



Date: _____

Student Internship Application

This document MUST be approved by administration BEFORE any student is off campus earning seat time. Approval is dependent upon student's attendance and academic status and the entire OJT paperwork packet being complete.

-----Student Background-----

Student Name: _____ Student Number: _____

Program: _____

Planned Program Completion Date: _____ OCPs NOT Earned: _____

Basic Skills Mastery: Yes No Exempt Percentage of Program Completed: _____

Hourly Attendance Percentage for CURRENT YEAR: _____

Hourly Attendance Percentage for CURRENT SEMESTER: _____

Earned Industry Credential(s):

- _____
- _____
- _____
- _____
- _____

Describe the student's current level of employability skills:

OJT Location: _____ Requested Start Date: _____

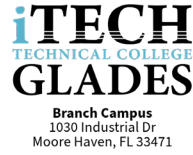
OJT Length: _____ weeks OJT Schedule: M T W R F OJT Hours per Day: _____

Explain the purpose of this OJT placement beyond the refinement of basic employability skills:

Approved: _____ Date: _____

Assistant Director





WORK-BASED INSTRUCTIONAL PLAN

Completed by Instructor

Name of Student: _____

Place of Employment: _____

Job Title: _____

Supervisor: _____

Supervisor Phone #: _____

List major Objectives/Competencies students should master:

- _____

Give examples of possible experiences:

- _____

508 N. 9th Street
Immokalee, FL 34142
(239)377-9900

PLEASE PRINT ALL INFORMATION

Name of Student: _____
Place of Employment: _____
Job Title: _____
Supervisor: _____
Supervisor Phone #: _____

PLEASE RATE STUDENT/EMPLOYEE USING THE FOLLOWING SCALE:

5 - Excellent; 4 - Above Average; 3.5 - Meets Expectations; 3 - Average; 2 - Below Average; 1 - Poor; N/A - Does not apply

Part I - Employability

| | | | | | | | |
|---|---|---|-----|---|---|---|-----|
| 1. Uses correct language; speaks clearly; listens | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 2. Works well with others; is a part of the team; uses initiative | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 3. Punctual to work; has good attendance; uses good judgment | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 4. Accepts responsibility; is reliable; follows up on job assignments | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 5. Greets clients; is respectful; is courteous; has acceptable attitude | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |

Part II - Specific Job Skills and Work-site Requirements

| | | | | | | | |
|--|---|---|-----|---|---|---|-----|
| 6. Follows prescribed dress code and/or uniform requirements | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 7. Performs duties and job assignments without being reminded | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 8. Performs specific tasks efficiently and effectively | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 9. Follows directions from manager and/or supervisor/team leader | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 10. Follows safety, security and/or sanitation policies | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 11. Performs duties in timely fashion without reminders | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 12. Shows job competence and task improvement since hiring | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |

Part III - Professional Growth/Ethics

| | | | | | | | |
|---|---|---|-----|---|---|---|-----|
| 13. Demonstrates knowledge of company/unit policies/functions | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 14. Shows loyalty to and has knowledge of mission statement | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 15. Attends meetings when directed; follows company policies/goals | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 16. Demonstrates legal and ethical behavior within the scope of job | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 17. Shows initiative in learning new jobs and accepting new tasks | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 18. Demonstrates professional growth and mature decision-making | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 19. Performs job tasks occasionally even if not part of job description | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |
| 20. Understands need for adhering to set schedules and deadlines | 5 | 4 | 3.5 | 3 | 2 | 1 | N/A |

Comments: _____

Supervisor: _____ Date: _____

Student: _____ Date: _____

