

Internship and Work Experience Process

1. Application:

- a. Student gets application from College and Career Center and/or Counseling Center
- b. Returns application to applicable adult responsible for coordinating experience
 - i. Internships = College and Career Center, Classroom teacher, or Alt Ed Supervisor
 - ii. Work Experience = Assistant Principal in Counseling, Alt Ed Supervisor or Sped Coordinator

2. Agreement Form and Liability Form:

School official will work with parent, student, and business partner to complete the agreement form and sign off on liability release form

3. Training and Evaluation Form

- a. Internship
 - i. School official will coordinate skill objectives specific to student and business partner assigned the internship student
 - ii. Work behavior objectives reviewed
 - iii. Ensure student understands expectations for course completion and evaluation
- b. Work Experience
 - i. School official coordinates with student and business partner to ensure everyone understands work behavior expectations and evaluation procedures.

4. Monthly Record of Hours Worked

- a. If doing a paid internship or work experience, turn in time card or pay stub listing hours worked
- b. If doing an unpaid internship or work experience, complete the monthly record of hours worked

5. Mid-term Evaluation Plan

- a. Supervisor/business partner evaluation
- b. Feedback and any adjustment needed

6. Course Completion

- a. Supervisor/business partner evaluation
- b. Self-evaluation (required for internships)
- c. Training site supervisor and school official sign off on final grade (pass/no pass)

Internship and Work Experience Program Guidelines

Internships: Allow students the opportunity to apply specific workplace skills in a setting that best meets their career goals and interests.

Work Experience: Allows students to practically apply the skills and instruction they receive in the classroom at a chosen training/work site in the community or at the school. Job site training is best when it's in line with the student's career interests and goals.

The following are guidelines. It's important to note that when planning for individual students, case-by-case circumstances may be taken in to consideration.

	Internship		Work Experience	
Who	Juniors and seniors Students wanting to explore areas of interest and potential future careers		Students needing (i.e. credit deficient) an alternate way to earn credit (i.e. alt ed or sped). Must be 16 years old. Must have administrative approval.	
Timeline	Ongoing application		Ongoing application	
Hours/credits	40 – 60 in order to apply toward extended application. Students wishing to earn elective credit for an internship must complete 65 hours.		To earn .5 elective credit = 130 hours A maximum of 2.0 elective credits can be earned through work experience	
Evidence	Paid	Unpaid	Paid	Unpaid
	Time sheet Training and Evaluation Plan	Monthly record of hours worked Training and Evaluation Plan	Time sheet or pay stub Training and Evaluation Plan	Monthly record of hours worked Training and Evaluation Plan
Grading	Pass/no pass on transcript if earning credit Rubric scoring for skill objectives and work place skills completed by employer (mid and final evaluation)		Pass/no pass on transcript Rubric scoring for work place skills completed by employer – many set skill objectives if applicable (mid and final evaluation)	
Purpose	Career exploration Work readiness Skill building		A job where the student is applying work place expectation and job skills to earn high school credit	
	w/business • Veterinarian's Office • Car Body Shop	In house • Elementary teacher • Athletic trainer	w/business • Restaurant • Fred Meyer	In house • Classroom assistant (i.e. Riverside/Gladiola) • Custodian
School Adult Responsibilities	College and Career Center and/or Classroom Teacher Paperwork, Tracking, Set up		Assistant Principal in Counseling or Alt. Ed Supervisor or Sped Coordinator Paperwork, Tracking, Set up	
Student reflection	Required		Not Required	



Grants Pass High School

Internship Agreement Structured Work Experience Agreement

Student name: _____ Phone: _____

Student address: _____ Date of Birth: _____

In case of Emergency Contact: _____ Phone: _____

Worksite / Organization: _____

Worksite Supervisor: _____ Phone: _____

GPB Coordinator: _____ Date Enrolled _____ End Date _____

Student learner agrees to accept the following responsibilities:

1. Keep regular attendance both in school and at the worksite, and not participate on any weekday that she/he does not attend school unless absence is authorized by school authorities; notify school coordinator by phone or message if she/he is unable to participate.
2. Show honesty, punctuality, a cooperative attitude, proper grooming and dress, and willingness to learn.
3. Consult program coordinator or supervising teacher, as well as the employer, about any problems.
4. Conform to the rules and regulations of the worksite, and maintain a high level of confidentiality.
5. Complete required assignments and furnish necessary information, reports, and timesheets.
6. Maintain satisfactory performance as identified in the student's learning objectives.
7. Arrange transportation to and from the worksite. The school/program does not provide supervision to and from the worksites.
8. Report on-the-job accidents or illnesses to your supervisor and the school coordinator immediately and complete any and all appropriate reports.
9. Students who are 18 or older authorize the school to release general information concerning grades, attendance, and behavioral conduct to the potential worksite supervisor.

I agree to comply with all the regulations set forth by the company/organization to which I am assigned as part of the Grants Pass High School's Internship / Structured Work Experience Program. I further agree to comply with school regulations and to maintain my attendance and citizenship responsibilities both in and out of school. I realize that failure to comply with the rules and regulations of the program may result in my removal from the worksite.

Student Learner Signature: _____ Date: _____

Grants Pass High School agrees to accept the following responsibilities:

1. Conduct worksite visits as indicated by program guidelines and as needed or requested by worksite.
2. Provide worksite with a liaison to assist in explaining requirements, completing paperwork, resolving problems and otherwise helping the employer/worksite provide meaningful work experience for the student.
3. Grant work experience/internship credit after satisfactory performance of the learning objectives as determined by the work site supervisor and school coordinator.
4. Recruit and refer students without regard to age, handicap, national origin, race, martial status, parental status, religion or sex.
5. Provide student and worksite/organization a pre-program orientation.
6. Provide worker's compensation insurance for all non-paid positions or placements.

GPB Coordinator Signature: _____ Date: _____

Please see other side

Parent/Legal Guardian agrees to accept the following responsibilities:

1. Arrange transportation to and from the worksite. The school/program does not provide supervision to and from worksites. By signing below, I agree to hold Grants Pass School District harmless for any liability arising out of this transportation arrangement.
2. Encourage the student-learner to effectively carry out his or her duties and responsibilities.
3. Share the responsibility for the conduct of the student-learner while training in the program.
4. Be responsible for the safety and conduct of the student-learner while he/she is traveling to and from school, the training site, and home.
5. Authorize the school to release general information concerning grades, attendance, and behavioral conduct to the employer or potential worksite/training site.

Parents/Legal Guardian are responsible for notifying Worksite and District of any physical or mental condition which could restrict or prevent their child from participating at a particular worksite which would increase the risk of harm to the child (i.e. food allergies that would restrict placement in a food preparation site). Please describe below:

I hereby give my consent for _____ to participate in the part-time Work Experience / Internship Program at Grants Pass High School during the current school year. I agree that the above-named student may participate in the worksite assignments made as part of the training program. I will collaborate with the school to ensure student enthusiasm, good attendance, and punctuality habits.

Liability and Medical Release: In the event my child/student may need medical treatment, I hereby consent and authorize an adult representative of the Work Experience/Internship Provider to permit such treatment on my behalf. I agree to be responsible for the cost of any medical services not covered by Workman's Compensation Insurance and to indemnify the Grants Pass School District and Work Experience / Internship Provider for such expense. Additionally, my signature below indicates that I have read and understand the attached GPSD Activity Release form and signed it.

Parent/Guardian Signature: _____ **Date:** _____

Worksite and Worksite Supervisor agrees to accept the following responsibilities:

1. Provide experiences for the student learner that will contribute to attainment of the identified learning objectives.
2. Provide adequate, qualified mentoring of each participant. Mentorship activities may include duties and/or assignments that provide hands-on experience in skills required for participants' occupational objectives, "shadowing" or observations, instruction in business ethics, or tutoring assistance. Adequate, qualified mentoring includes the following: providing participant orientation to mentorship sites, explaining safety rules and standard work policies, assigning tasks to participants as outlined in the learning objectives for each participant, providing participants with a safe and sanitary work environment and necessary tools and equipment ordinarily provided to regular employees, and reporting participant progress to Grants Pass High School.
3. Provide evaluation of student performance, time for the student consultation, and on-site monitoring by authorized staff.
4. Keep and complete accurate attendance and/or time records as required.
5. Consult the program coordinator/teacher regarding problems related to the work experience/internship and contact promptly when considering suspension, transfer, or termination.
6. Fill out appropriate forms in the event of an accident, however minor it may be, which occurs on the job.
7. Maintain a policy that assures there will be no discrimination or harassment with regard to age, handicap, or disability. national origin, race, marital status, religion, or sex.
8. Abide by all state and federal health and safety regulations, the Fair Labors Standards Act, Child Labor Laws, and provide Workman's Compensation Insurance for all paid positions. District provide Workman's Compensation for all non-paid placements.
9. Ensure that the activities of participants do not result in the displacement of currently employed workers, including partial displacement, such as reduction in hours of non-overtime work, wages, or employment benefits. No participant may be placed in training in any position when the same or substantially equivalent position is vacant due to a hiring freeze, a strike, or a displacement. If such a freeze, strike, or displacement goes into effect, it is the responsibility of the worksite supervisor to contact Grants Pass High School Work Experience / Internship program coordinator.

Worksite Supervisor Signature: _____ **Date:** _____



Grants Pass High School Internship / Work Experience Training and Evaluation Plan

Student: _____ School Coordinator: _____
 Phone/Email: _____ Phone/Email: _____
 School Instructor: _____ Worksite Supervisor: _____
 Phone/Email: _____ Phone/Email: _____
 Job Title: _____ Worksite Location: _____
 Training Dates: Begin: _____ End: _____ Hours per week: _____ Total hours: _____

Skill Objectives – Indicators – Evaluations

3 = Meets or Exceeds	2 = Opportunity for Growth	1 = Does Not Meet	NO = Not Observed
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	Skill Objectives		Measurable Indicators	Performance Criteria Use 1 – 3 Rating	
				Mid	Final
1					
2					
3					
4					
5					
6					
7					
			Total:		

Work Behaviors Objectives – Indicators – Evaluations

3 = Meets or Exceeds	2 = Opportunity for Growth	1 = Does Not Meet	NO = Not Observed
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	Work Behavior Objectives	Behavior Indicators	Performance Criteria Use 1 – 3 Rating	
			Mid	Final
1	Time Management	Complete jobs on time Look for work to do Prioritize appropriately		
2	Interpersonal Relations	Cooperate with supervisors Work well with others Accept suggestions Have a positive attitude Seek to understand		
3	Attendance	Be on time to work and remain until hours are completed Alert supervisor if absent or late for work hours and/or work-related tasks		
4	Appearance	Dress appropriately for the workplace Exhibit cleanliness and good hygiene		
5	Problem Solving	Follow rules and all directions Work independently Be accurate and careful Adapt to work conditions Follow through Look for ways to improve, alert to new methods.		
		Total:		

Prior to Training: All agree to the plan by signing below.

Training Site Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Internship Coordinator Signature: _____ Date: _____

Course Completion Instructions

Student and Training Site Supervisor approve hours and evaluation:

Training Site Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Instructor and Coordinator validate instruction and convert skill points to final grade:

Total Number of Indicators: _____ Total Points: _____ Pass No Pass

Total # of indicators	Pass	No Pass
12	36-30	Below 30
11	33-27.5	Below 27.5
10	30-25	Below 25
9	27-22.5	Below 22.5
8	24-20	Below 20
7	21-17.5	Below 17.5
6	18-15	Below 15
5	15-12.5	Below 12.5
4	12-10	Below 10

Instructor Signature: _____ Date: _____

Internship Coordinator Signature: _____ Date: _____