

Olentangy Orange SENIOR Marketing Internship Summer Assignment

- 1. Obtain a job that will continue through the end of the school year/May.**
 - a. You will be required to work throughout the school year. So keep your job!
 - b. Volunteer hours with a registered organization count as long as you have a supervisor who will write you a letter verifying the amount of hours you have worked.

- 2. Work during the summer.**
 - a. You will be able to “rollover” up to 100 hours of summer work hours to the 4 quarters of the school year. These hours are to be used only when your quarter hours come up short, not in place of having employment.

- 3. Save ALL of your check stubs in order to submit them to Mrs. Shanahan for credit.**
 - a. Check stub submission is how you will prove your hours worked to Mrs. Shanahan.

- 4. Print pages 3-5 so your parents and employer can read the agreement form. Have your parents, employer and yourself sign the last page of this document. Turn it into Mrs. Shanahan when school starts.**

YOU MUST HAVE A JOB BY THE END OF AUGUST!

Marketing & Management Internship Basic Requirements

The following standards have been set for the Marketing & Management Internship Program. Internship is often referred to as "Cooperative education," or "Co-op," because of the cooperative working relationship between the employer, the school, the student, and parents.

We have made a significant effort to make this element of the program manageable to those who are active in extracurricular activities and AP courses. As the coordinators of the program, we also must meet certain minimum standards set by the State of Ohio. Areas to keep in mind include the following:

- 400 hours are required by the State Department of Education for credit
- Internship grade will be separate from the classroom grade
- Summer Hours - up to 100 hours worked during the summer may be counted
- Your work must be with an approved employer
- You must maintain work-related records along with pay stubs to verify hours claimed
- You must maintain employment throughout the school year, even if participating in a sport

Your work hours will be applied as follows:

Must total 100 work/sport hours per quarter to receive full credit.

May use only 25% of your summer hours each quarter when worked hours fall short.

Exceptions/Reductions:

No Early Release/late arrival (full day of school) – work hours must total 50 per quarter

1 period early release/late arrival/study hall – hours must total 75 per quarter

2+ periods of early release/late arrival/study hall – full 100 hours per quarter required

***Each AP class that you are enrolled in cancels out one early release/late arrival/study hall.**

Play a **SCHOOL** sport? As long as you have logged your hours of required IN SEASON practice/conditioning/games in the current quarter, you can have your coach sign your hour sheet. For each hour of practice/conditioning/games in excess of 50, take your excess total and divide it by 2. Add your initial 50 hours. Subtract that amount from your required hours. The remaining amount is what you must work in the quarter.

Don't have at least 50 hours of sports time in a quarter? Take the hours you have for your sport and subtract that amount from your required hours. The remaining amount is what you must work.

Quarter grades will be established (approximately) as follows:

<input type="checkbox"/> Hours worked	100 Points
<input type="checkbox"/> Completion of Management/Leadership activities	100 Points
<input type="checkbox"/> Completion of weekly Work Records and Journal	100 Points
<input type="checkbox"/> Employer/Teacher evaluations - determined by teacher with employer input	100 Points
<input type="checkbox"/> Total Points For Nine Weeks (estimated)	400 Points

Marketing & Management Internship Agreement Olentangy Orange High School 2840 East Orange Road Lewis Center, Ohio 43035

Chrystal Shanahan, Advisor
740-657-5100 - 7:30 am - 9:40 am
740-657-5155 - 10:00 am – 1:00pm

The goal of the Marketing & Management Internship Program is to help prepare students for careers in the field of marketing. It is important that the following relationships and responsibilities be understood by all parties involved.

To participate in the Internship Program, all parties must agree to the following:

1. All decisions will be made in compliance with federal and state laws, and regardless of race, color, religion, sex, age, national origin, or disability.
2. The agreement will become void at the end of the current school year and in any further relationship, the student will be acting as an independent agent. **The agreement may not otherwise be terminated without the knowledge of all parties concerned.**
3. Any change in this agreement may be made only after providing appropriate notice to all parties, and with the approval of the program coordinator.
4. Questions concerning the internship should be addressed to the program coordinator.
5. All work-based experiences are considered an **extension of the regular school day**. Therefore, all relevant school policies apply unless specifically exempted by the school administration.
6. As required by state law, students under 18 must obtain a work permit prior to the first day of employment.
7. The program coordinator, with input from the employer, will determine all grades.
8. The school is acting as an intermediary between employer and student, and the program coordinator has a legitimate right to have a substantive role in determining the outcome of any employment issues.
9. Suspension or other disciplinary action by the school will apply to all school sponsored activities.
10. Throughout the employment period, students will be required to participate in a variety of experiences designed to enhance the learning process. All parties agree to work together in the best interest of the student.

The Student and Parent/Guardian Understand and Agree That:

1. Students must obtain and maintain an approved marketing-related internship site.
2. Students must work 400 hours during the school year (**a minimum of 100 hours each quarter**) to receive full credit for the internship experience. Hours are adjusted based on course load. Other assignments will also factor into the grade.
3. Appropriate appearance and dress, consistent with the school and internship setting, are required at all times. Students that fail to comply with appearance and dress standards will not be allowed to participate in internship activities.
4. All applicable policies, rules and regulations of the school and employer will be followed. In addition, all safety regulations will be studied and strictly adhered to.
5. Appropriate notification of any absence from work will be given to the employer and the program coordinator.
6. Work related problems or concerns will be communicated to the program coordinator in a timely manner.
7. Students will not hold other employment without the consent of the program coordinator.
8. Release time from school will be scheduled in cooperation with parents/guardians and will apply without regard to the work schedule on any given day. Students must leave school premises at the agreed upon release time, regardless of work schedule, unless they have permission of the program coordinator to remain on school grounds for specific purposes. Students must make appropriate use of early release by going directly to work or home.
9. Students and/or parents are responsible for transportation to and from the internship site.

10. Students will not work when not in school without the consent of the program coordinator. If school is canceled, attendance at work will be the decision of the parents/guardians.
11. Wage and hour records must be completed on the first school day of each week. In addition, students are required to complete a weekly Internship Journal. This report journalizes the student internship activities, students perceptions of their activities, and “critical issues” related to the internship experience.
12. **Approval of their program coordinator will be obtained before quitting or changing jobs.** Acting without permission will be treated as if the employer had terminated the student with cause.
13. **Dishonesty will be grounds for job termination and dismissal from the Marketing & Management Program.**
14. Sixteen management activities, four each quarter, must be successfully completed to earn internship credit.
15. Students terminated for cause, or unemployed through no fault of their own for more than two weeks, must report to a designated classroom during normal release time and be fully engaged in job-hunting activities after school hours.
16. Students may be provided confidential information while at work and must agree to maintain confidentiality.
17. Parents/guardians are responsible for the conduct of the student at school and the internship site.
18. Students must be employed on or before August 31st and remain employed through May 15th. Students not employed by the first of September will have early release privileges revoked. Students not employed by Sept. 1st will be dropped from the program unless otherwise exempted.
19. Students utilizing early release must sign-out each day in the attendance office.
20. Your signatures on this agreement confirm your acceptance of the above terms and expectations, and acknowledge that any violation of these terms or expectations will be grounds for withdrawal of early release privileges or dismissal from the program. Students dismissed from the program may receive a failing grade for both the Marketing & Management class and the Marketing & Management Internship.

The Employer Understands and Agrees To:

1. Provide the internship student an average of **11** hours of paid employment each week.
2. Assign a supervisor/manager who will work with the program coordinator in developing the student's internship experience.
3. Provide assistance in the completion of the student’s required management activities.
4. Complete a quarterly evaluation of the student employee.
5. Provide an overall business perspective by assigning the student to a variety of work experiences.
6. Adhere to all local, state and federal employment and compensation regulations, and implement all safety, health, and working standards when employing the student intern.
7. Immediately report any job related illness or injury to the program coordinator.
8. Contact the program coordinator prior to any job related concerns arise.
9. Contact the program coordinator prior to any action to terminate the relationship.
10. Allow the program coordinator to periodically observe the student at his/her work site.\
11. **Provide internship student with check stubs or work history summaries to verify hours actually worked near the end of each quarter.** Students will not receive credit for their work hours without a check stub.

The Program Coordinator Agrees To:

1. Assist the student in securing employment at an approved internship site.
2. Work with the internship supervisor to develop the student’s professional development plan.
3. Complete a minimum of two site visits each quarterly grading period to observe/evaluate student progress.
4. Counsel the student about his/her internship related experiences.
5. Provide sixteen management related activities to be completed at the internship site (off the clock).
6. Reinforce internship experiences with related classroom instruction.
7. Enforce policies, rules, and regulations in a fair manner.

**Marketing & Management
Internship Agreement
Olentangy Orange High School
2840 East Orange Road
Lewis Center, Ohio 43035**

**Chrystal Shanahan, Advisor
740-657-5100 - 7:30 am - 9:40 am
740-657-5155 - 10:00 am – 12:30pm**

Student Name: _____

Employer: _____

Address: _____ City: _____ Zip: _____


Supervisor: _____ Title: _____

e-mail: _____

Phone #: _____ Student Pay Rate: _____

Student's Career Objective: _____

If you agree to abide by the terms of this agreement, please sign below.

_____ Employer	Date	 Program Coordinator	<u>2015-2016</u> Date
_____ Student	Date	_____ Parents/Guardians	Date