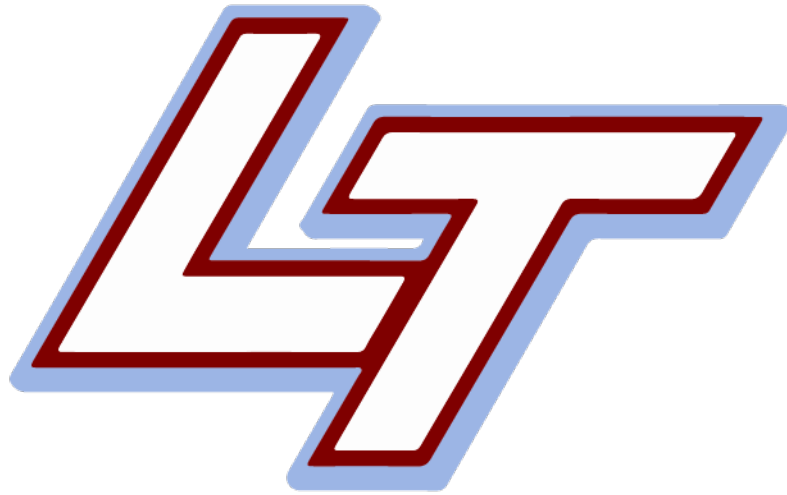


LOYALSOCK TOWNSHIP



HIGH SCHOOL

Internship Program Manual

This comprehensive manual provides detailed guidance for the implementation of the internship program within Loyalsock Township School District. It ensures adherence to regulations, outlines responsibilities for all stakeholders, and sets expectations for student interns and participating businesses.

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1. Introduction:

Welcome to the Internship Program Manual for Loyalsock Township School District. This manual serves as a comprehensive guide for students, educators, and community partners involved in the internship program. The program aims to provide high school seniors with valuable work-based learning experiences aligned with their academic and career interests.

2. Program Overview:

The internship program offers students the opportunity to gain practical work experience, explore career pathways, and develop essential skills through placements with local businesses and organizations. Students participate in a structured program that includes both instructional components and hands-on workplace experiences.

Internships are vital career preparation experiences that provide students with opportunities to develop technical competencies while earning school credit. These experiences are supervised by both employers and teachers, offering students a practical understanding of their chosen career paths. The following policy outlines the guidelines and procedures for implementing internships within our school district, in accordance with the regulations set forth by the Pennsylvania Department of Education.

Definitions and Terms:

- A. Internship: A structured work-based learning experience wherein students are placed in a workplace to observe and participate in industry-related activities. Internships are time-limited and may be paid or unpaid.
- B. Community Partner: The organization which applies and is accepted into the internship program.
- C. Worksite Supervisor: The individual responsible for overseeing the intern's activities and providing guidance and feedback.
- D. Teacher-Coordinator: The school staff members responsible for coordinating the internship program, teaching prescribed lessons, liaising with employers, and ensuring compliance with school policies.

3. Program Goals and Objectives:

- 1. Explore career pathways and industries.
- 2. Develop employability skills necessary for success in the workforce.
- 3. Apply classroom learning to real-world work environments.
- 4. Foster personal and professional growth through reflection and goal setting.

4. Program Structure and Components:

I. Course Description:

The internship program is structured as a course, requiring students to complete a minimum of 120 hours of combined instructional and workplace placement hours. The course begins with an introduction of in-class instruction, followed by a placement in a local business or organization.

II. Course Objectives:

- i. Career Exploration: Students will explore various career pathways and industries through hands-on experiences in real-world workplace settings.
- ii. Skill Development: Students will develop and enhance a range of employability skills, including communication, teamwork, problem-solving, and professionalism, essential for success in the workplace.
- iii. Work-Based Learning: Students will apply classroom learning to real-world scenarios, gaining practical experience and insight into industry-specific practices, processes, and expectations.
- iv. Personal and Professional Growth: Students will reflect on their internship experiences, identify strengths and areas for improvement, and set personal and professional goals for future development.

III. Course Structure:

The course consists of an instructional component covering workplace etiquette, safety procedures, communication skills, and goal setting, followed by a workplace placement where students engage in meaningful work experiences under supervision.

- Timing: The internship program will take place during the 3rd and 4th blocks of a student's schedule, allowing for dedicated time to engage in workplace learning activities without compromising academic coursework.
- In-Person Lessons: Students participating in the internship program are required to attend once-a-week in-person lessons with the teacher-coordinator. These sessions serve as opportunities for reflection, guidance, and support, enhancing the overall learning experience.
- Introductory Coursework: Prior to beginning their internship placements, students must successfully complete an introductory week of in-class instruction. This week-long period will provide students with essential information, training, and preparation for their upcoming workplace experiences. Students will be placed upon successfully interviewing with community partners.
- Internship Opportunity: A structured work-based learning experience where students engage in hands-on activities within a professional setting relevant to their field of study or career interests. Interns work under the guidance of experienced professionals, gaining practical skills, industry-specific knowledge, and real-world insights. Internships often include tasks such as assisting with projects, conducting research, attending meetings, and completing assigned duties aimed at providing a comprehensive understanding of the industry or organization. Additionally, interns may have opportunities to network with professionals, receive mentorship, and participate in training or development programs tailored to their learning objectives.

5. Regulatory Compliance and Department of Education Directives:

- I. Ensure compliance with regulations set forth by the Pennsylvania Department of Education, including guidelines outlined in the Work-Based Learning Toolkit. Documentation of student hours and adherence to safety protocols are critical.
- II. Fair Labor Standards Act (FLSA): Internship programs must comply with the FLSA regulations regarding wage payment. Interns must meet specific criteria to qualify as unpaid positions, as outlined by the U.S. Department of Labor.
- III. Clearances: Worksite employees involved in the internship program must undergo background clearances as per Pennsylvania State regulations.
- IV. Safety: Both the school and the workplace are responsible for providing safety training to interns, ensuring a secure learning environment.

6. Student Eligibility and Requirements:

Students must meet graduation requirements and adhere to program expectations outlined in the student code of conduct. They are required to maintain professionalism, attend all scheduled activities, and complete assigned tasks.

- I. Uphold standards noted in the Code of Expectations for Student Interns
- II. Active Participation: Student interns are expected to actively engage in both school and workplace experiences.
- III. Development of Learning Objectives: Interns are required to develop meaningful learning objectives in collaboration with their teacher-coordinators and worksite supervisors.
- IV. Participation in Reflection Activities: Interns should participate in reflection activities designed to help them process and articulate their learning experiences.
- V. Orientation to Workplace: Students must undergo thorough orientations to the world of work and to their specific workplace environment, ensuring they understand workplace expectations and safety protocols.

7. Community Partner Responsibilities:

Community partners hosting interns are expected to provide meaningful learning opportunities, ensure student safety, and offer supervision and support throughout the internship period. They must also adhere to ethical standards and maintain open communication with program coordinators.

- I. Implement and uphold standards of Code of Ethics for Community Partners and Worksite Supervisors.
- II. Legal Requirements for Businesses Participating in the Program:
 - a. Clearances: Worksite employees participating in the internship program are required to obtain school volunteer background clearances, including:
 - i. Pennsylvania State Police criminal history check
 - ii. Child abuse history certification
 - iii. Federal criminal history check (if the employee has resided in Pennsylvania for less than 10 years)
 - b. Safety Training: Workplaces must provide interns with training on potential workplace hazards and how to protect themselves. This includes basic safety instruction provided by the school entity and location-specific and occupation-specific instruction provided by the workplace.
 - c. Fair Labor Standards Act (FLSA) Compliance: Internship programs must comply with the Fair Labor Standards Act regulations regarding wage payment. Employers must evaluate whether interns qualify as unpaid positions based on specific criteria outlined by the U.S. Department of Labor. If interns are paid, the employer is responsible for all wages, taxes, liability coverage, and workers' compensation.

8. Responsibilities of Worksite Supervisors:

- I. Implement and uphold standards of Code of Ethics for Community Partners and Worksite Supervisors.
- II. Implement and uphold noted Community Partner Responsibilities
- III. Collaborate with school staff to create learning opportunities for students.
 - Help students write learning objectives.
 - Train, coach, and guide students during their internship experiences.
 - Evaluate student progress toward learning objectives and workplace skills.
 - Maintain ongoing communication with teachers.

9. Teacher-Coordinator Responsibilities:

Teacher-coordinators play a crucial role in facilitating the internship program, including student selection, worksite placement, orientation, training, and ongoing support. They ensure alignment with program objectives and compliance with regulations.

- I. Although no official certification is required for internship in Pennsylvania, experience and training should be provided to ensure best practice.
- II. Supervision and Support: Throughout the internship period, students will receive ongoing supervision and support from designated teacher-coordinators, workplace mentors, and program facilitators. Regular check-ins, feedback sessions, and evaluations will ensure that students are progressing towards their learning objectives and making the most of their internship experience.
- III. Teacher-Coordinators will maintain contact with the Community Partners as well as the Worksite Supervisors.
- IV. Teacher-Coordinators will conduct teaching exercises prescribed in this manual for instruction.

10. Internship Planning and Implementation:

Detailed procedures for selecting students, securing worksite placements, conducting orientations, addressing safety and liability concerns, and integrating classroom and workplace learning are outlined in this section.

- 10.1 Internship Selection Process:
 - o The internship selection process involves identifying and selecting students who meet the eligibility criteria and demonstrate a strong interest in participating in the internship program. This process typically includes outreach to students, dissemination of program information, and application procedures. Students may be required to submit resumes, letters of intent, or participate in interviews to assess their suitability for specific internship placements. The selection process aims to match students with internship opportunities that align with their academic and career goals, as well as the needs and expectations of participating employers.
- 10.2 Worksite Placement Process:
 - o The worksite placement process involves securing appropriate internship placements for selected students within local businesses or organizations. This process entails establishing partnerships with potential worksite hosts, identifying available internship opportunities, and matching students with suitable placements based on their interests, skills, and learning objectives. Coordinators liaise with worksite supervisors to ensure that internship experiences align with program requirements and provide valuable learning experiences for students. Clear communication and collaboration between the school district and worksite hosts are essential for successful worksite placements.

- 10.3 Orientation and Training:
 - Orientation and training sessions are essential components of the internship program, designed to prepare students for their roles and responsibilities in the workplace. These sessions provide interns with an overview of the internship program, including expectations, policies, and procedures. Orientation may cover topics such as workplace etiquette, safety protocols, confidentiality agreements, and professional conduct. Additionally, interns receive training specific to their assigned worksites, including job duties, technology use, and industry-specific practices. Orientation and training sessions ensure that interns are well-prepared and equipped to contribute effectively to their workplace environments.

- 10.4 Safety and Liability Considerations:
 - Safety and liability considerations are paramount in the internship program to ensure the well-being of students and mitigate potential risks in the workplace. Coordinators and worksite supervisors collaborate to assess and address safety hazards, implement safety protocols, and provide necessary safety training to interns. This includes identifying potential workplace hazards, such as physical risks or exposure to hazardous materials, and implementing measures to minimize these risks. Additionally, liability considerations involve ensuring that appropriate insurance coverage is in place to protect both interns and worksite hosts in the event of accidents or incidents occurring during the internship period. Compliance with relevant regulations and adherence to best practices in workplace safety are integral to the success and sustainability of the internship program.

- 10.5 Equity Statement for Internship Program
 - At our school district, we are committed to fostering an inclusive and equitable environment for all students participating in the internship program. Equity is central to our mission of providing meaningful learning experiences that prepare students for success in their chosen careers. In line with the expectations outlined in the original post, we affirm the following principles:
 - Equal Access: We believe that every student should have equal access to internship opportunities, regardless of their background, abilities, or circumstances. We are dedicated to removing barriers and providing support to ensure that all students can participate in internships that align with their interests and career aspirations.
 - Inclusive Selection Criteria: Our selection criteria for student participation in the internship program are designed to be inclusive and non-discriminatory. We welcome students from diverse backgrounds, including those with special education needs, and strive to create an environment where all students feel valued and supported.
 - Community Partnerships: We actively seek partnerships with community-based organizations and businesses to expand internship opportunities for our students. These partnerships are built on principles of mutual respect, collaboration, and shared responsibility for promoting equity and diversity in the workforce.
 - Equitable Resources: We allocate resources to ensure that all students have access to the necessary support services, transportation, and accommodations needed to participate fully in the internship program. We recognize that financial barriers should not limit students' opportunities for career exploration and development.

11. Program Evaluation and Assessment:

Methods for evaluating student performance, assessing program effectiveness, and collecting feedback from stakeholders are described to ensure continuous improvement and accountability.

- I. Assessment in the internship program will be multifaceted and may include evaluations of student performance by workplace supervisors, reflections on internship experiences, completion of assigned tasks or projects, and demonstration of acquired skills and knowledge.
- II. Students will be required to maintain a journal or portfolio documenting their internship experiences, including reflections on learning objectives, progress towards goals, challenges encountered, and successes achieved.

12. Additional Considerations:

- Accommodations for students with special needs or accommodations.
- Flexibility for adjusting the plan/agreement based on evolving student needs or circumstances.
- Documentation of any additional resources or support provided to the student during the internship.
- By ensuring that each of these components is addressed in the work-based learning plan and agreement, students can have a structured and meaningful internship experience that aligns with their academic and career goals.

13. Appendices:

Supporting documents, forms, checklists, and templates are included in the appendices for reference and use by program stakeholders.

- A. Internship Preparation Course Format: Format for the preparatory course is provided to ensure proper orientation and preparation for the internship program.
- B. Internship Application Form: A form for students to apply for the internship program, including personal information, academic history, career interests, and goals.
- C. Worksites Placement Agreement: A template agreement between the school district and community partners hosting interns, outlining expectations, responsibilities, and terms of the placement.
- D. Code of Expectations for Student Interns: A document outlining expected behavior, professionalism, and responsibilities for students participating in the internship program.
- E. Code of Ethics for Community Partners and Worksite Supervisors: A document outlining expected behavior, professionalism, and responsibilities for Community Partners and Worksite Supervisors participating in the internship program.

- F. Safety Checklist: A checklist for ensuring that worksite environments meet safety standards and protocols for hosting student interns.
- G. Weekly Journal Template: A template for students to record their daily experiences, reflections, and progress towards internship goals during their placement.
- H. Journal Template Scoring Guide: Guide for scoring Journal Entries in order assure consistency.
- I. Student Evaluation Rubric: Form for evaluating student performance, including assessments from worksite supervisors and teacher-coordinators.
- J. Parent/Guardian Consent Form: A form for obtaining parental/guardian consent for student participation in the internship program, including acknowledgment of program expectations and requirements.
- K. Mentor Feedback Form: A form for worksite mentors to provide feedback on student performance, strengths, areas for improvement, and overall experience during the internship placement.
- L. Work-Based Learning Plan and Agreement: A document outlining specific learning objectives, tasks, and expectations for the internship experience, agreed upon by the student, worksite mentor, and teacher-coordinator.
- M. Incident Report Form: A form for documenting any incidents, accidents, or safety concerns that occur during the internship placement, to ensure timely reporting and follow-up.
- N. Program Evaluation Survey: A survey for stakeholders (students, worksite mentors, teachers, and community partners) to provide feedback on the effectiveness of the internship program, areas for improvement, and suggestions for future enhancements.

Appendix A: Internship Preparation Course Format

- Session 1: Introduction and Resume Building
 - Overview of internship program objectives and participating companies.
 - Introduction to resume building techniques and importance in the internship application process.
 - Workshop on crafting effective resumes tailored to specific internship positions.
 - Guidance on highlighting relevant skills, experiences, and achievements.
- Session 2: Cover Letter Writing and Interview Techniques
 - Instruction on writing compelling cover letters and their role in the internship application process.
 - Tips for addressing specific internship requirements in cover letters.
 - Training on essential interview etiquette, including dress code, body language, and communication skills.
 - Practice session on responding to common interview questions and strategies for crafting impactful responses.
- Session 3: Professional Skills Development
 - Workshop on workplace professionalism, time management, teamwork, and conflict resolution.
 - Case studies and role-playing exercises to simulate real-world workplace scenarios.
 - Interactive session on effective communication in professional settings, including email etiquette and interpersonal skills.
 - Group activities to enhance problem-solving and decision-making skills.
- Session 4: Final Preparation and Mock Interviews
 - Final review of interview preparation strategies and tips.
 - Individualized coaching sessions for students to address any remaining concerns or questions.
 - Mock interview sessions with peers, focusing on practicing responses and receiving constructive feedback.
 - Opportunity for students to refine their interview skills based on feedback from peers and teacher-coordinators.
- Session 5: Interview Day
 - Students participate in interviews with representatives from the selected companies.
 - Interviews held in school premises to ensure a conducive and familiar environment for students.
 - Reflection activity on the interview experience and lessons learned.
 - Individualized feedback sessions with teacher-coordinators to discuss strengths and areas for improvement.
- This schedule ensures that students receive comprehensive preparation for their internship interviews while allowing for dedicated time to practice and refine their skills in each session.

Appendix B: Internship Application Form

Full Name:

Phone Number:

Email Address:

Emergency Contact: _____ Contact Email and Phone: _____

Academic History:

- Current Grade Level: _____ - GPA: _____

- List of Completed Courses Relevant to Internship:

- Academic Achievements or Awards:

Career Interests and Goals:

- Desired Career Field or Industry:

- Reasons for Interest in Internship Program:

- Career Goals and Aspirations:

Internship Preferences:

- Any Specific Companies or Organizations of Interest:

Skills and Qualifications:

- Relevant Skills (e.g., Technical, Communication, Leadership):

- Previous Work Experience or Volunteer Activities:

Certifications or Training:

Additional Materials Requested:

- Resume: _____

- Brief Personal Statement or Cover Letter: _____

- References (Optional): _____

- Any Accommodations or Special Considerations Needed:

I certify that the information provided in this application is accurate and complete to the best of my knowledge.

[Signature]

[Date]

[Printed Name]

Appendix C: Worksites Placement Agreement

Parties Involved:

This agreement is entered into between Loyalsock Township School District, hereinafter referred to as the "School District," and [_____], hereinafter referred to as the "Community Partner," for the purpose of facilitating internship placements for students participating in the internship program.

Placement Details:

1. Internship Position: The Community Partner agrees to provide internship placement opportunities for students enrolled in the internship program of the School District.
2. Duration: The internship placement will begin on [_____] and end on [_____] unless otherwise agreed upon by both parties.

Responsibilities:

School District Responsibilities:

1. Provide orientation and training to students prior to the commencement of the internship.
2. Assign a teacher-coordinator to oversee the internship program and serve as a liaison between the School District and the Community Partner.
3. Ensure that students meet all eligibility requirements and adhere to program expectations.

Community Partner Responsibilities:

1. Provide a safe and supportive work environment conducive to student learning.
2. Assign a qualified worksite supervisor to oversee the intern's activities and provide guidance and feedback.
3. Designate tasks and projects aligned with the student's learning objectives and career interests.
4. Adhere to all applicable laws, regulations, and policies regarding workplace safety, harassment, and discrimination.

Terms and Conditions:

1. Confidentiality: The Community Partner agrees to maintain the confidentiality of any proprietary information shared by the School District or the student during the internship. This includes but is not limited to student records, personal information, and any confidential business information obtained during the internship. Any breach of confidentiality may result in termination of the agreement and may subject the Community Partner to legal action.
2. Mandated Reporting: All employees of the Community Partner who interact with students during the internship are considered mandated reporters and are required to report any suspected instances of child abuse or neglect in accordance with state law.
3. Insurance: The Community Partner agrees to maintain appropriate liability insurance coverage for the duration of the internship placement.
4. Termination: Either party reserves the right to terminate the internship placement agreement with reasonable cause and written notice to the other party.

Signatures:

By signing below, the parties acknowledge and agree to the terms and conditions outlined in this Worksites Placement Agreement.

School District Representative:

Date: _____

[Signature]

[Typed Name]

Community Partner Representative:

Date: _____

[Signature]

[Typed Name]

Appendix D: Code of Expectations for Student Interns

As a participant in the internship program, students are expected to adhere to the following code of expectations to ensure a successful and enriching experience:

- Professionalism:
 - Dress and behave in a professional manner at all times while representing both the school and the host company.
 - Arrive on time for all scheduled activities, including work hours, meetings, and training sessions.
- Responsibility:
 - Fulfill all assigned tasks and responsibilities to the best of your abilities, demonstrating reliability and accountability.
 - Respect the confidentiality of sensitive information obtained during the internship, including company data and proprietary information.
- Communication:
 - Maintain open and effective communication with supervisors, colleagues, and teacher-coordinators regarding progress, challenges, and concerns.
 - Seek clarification when necessary and ask questions to deepen understanding of tasks and expectations.
- Adaptability:
 - Be flexible and adaptable in response to changing circumstances, tasks, and priorities within the workplace environment.
 - Embrace opportunities for learning and growth, even in unfamiliar or challenging situations.
- Safety:
 - Prioritize personal safety and the safety of others by adhering to all workplace safety protocols, procedures, and guidelines.
 - Report any safety hazards or concerns promptly to supervisors or designated safety personnel.

- Professional Development:
 - Actively engage in professional development opportunities provided during the internship, including training sessions, workshops, and skill-building activities.
 - Take initiative to seek feedback and constructive criticism to foster continuous improvement and development.
- Respect and Collaboration:
 - Treat all individuals with respect, dignity, and professionalism, regardless of their role or position within the organization.
 - Collaborate effectively with colleagues, demonstrating teamwork, cooperation, and a willingness to contribute to shared goals.
- Ethical Conduct:
 - Uphold high standards of ethical conduct and integrity in all interactions and decisions, avoiding conflicts of interest and unethical behaviors.
 - Adhere to the policies, procedures, and values of both the school and the host company throughout the internship period.
- Reflection and Evaluation:
 - Regularly reflect on your internship experiences, identifying strengths, areas for improvement, and lessons learned.
 - Participate actively in evaluation and feedback processes, providing thoughtful insights and suggestions for program enhancement.
- Representation of Program:
 - Recognize that your actions and behaviors reflect not only upon yourself but also upon the internship program, the school, and the host company.
 - Strive to uphold a positive reputation and contribute positively to the overall success and reputation of the program.
 - By adhering to these expectations, student interns can maximize the benefits of the internship program and contribute positively to their personal and professional development.

Appendix E: Code of Ethics for Community Partners and Worksite Supervisors

As esteemed partners in our internship program, community organizations and businesses are expected to uphold the following code of ethics to ensure a safe, respectful, and enriching experience for the interns:

- **Commitment to Learning:**
 - Provide meaningful learning opportunities that align with the educational and career goals of the student interns.
 - Foster an environment that encourages curiosity, exploration, and hands-on learning experiences.
- **Professionalism and Respect:**
 - Treat student interns with dignity, respect, and professionalism, recognizing their status as aspiring professionals.
 - Provide a welcoming and inclusive environment free from discrimination, harassment, or any form of inappropriate behavior.
- **Supervision and Support:**
 - Assign a dedicated supervisor or mentor to oversee the internship experience and provide guidance, support, and feedback to student interns.
 - Ensure that student interns receive adequate training, orientation, and resources necessary to fulfill their roles effectively.
- **Safety and Well-being:**
 - Prioritize the safety and well-being of student interns by adhering to all relevant health and safety regulations and guidelines.
 - Take proactive measures to address any safety concerns or hazards within the workplace environment.
- **Confidentiality and Privacy:**
 - Respect the confidentiality of student interns' personal information and any sensitive data or proprietary information shared during the internship.
 - Obtain appropriate consent before sharing any information or materials related to the student interns' participation in the program.

- Professional Development:
 - Encourage professional growth and development by providing opportunities for skill-building, networking, and exposure to various aspects of the industry.
 - Offer constructive feedback, mentorship, and career guidance to help student interns thrive in their chosen field.
- Ethical Conduct:
 - Conduct all interactions and business activities with honesty, integrity, and transparency, adhering to the highest ethical standards.
 - Avoid conflicts of interest and refrain from engaging in any behavior that may compromise the integrity of the internship program or the reputation of the partnering organization.
- Communication and Collaboration:
 - Maintain open and transparent communication with the internship coordinator, school representatives, and other stakeholders involved in the program.
 - Collaborate closely with the internship coordinator to ensure alignment with program objectives, expectations, and timelines.
- Representation of Program Values:
 - Serve as ambassadors for the internship program and the school, promoting its values, mission, and goals within the community.
 - Uphold a positive reputation and contribute positively to the overall success and impact of the internship program.
- Continuous Improvement:
 - Seek feedback from student interns, school representatives, and program coordinators to identify areas for improvement and implement changes accordingly.
 - Commit to ongoing reflection, evaluation, and enhancement of the internship experience to maximize its benefits for all stakeholders involved.

Appendix F: Safety Checklist

This safety checklist serves as a guide for ensuring that worksite environments meet safety standards and protocols for hosting student interns. It is essential to prioritize the safety and well-being of students participating in the internship program. The checklist covers various aspects of workplace safety, including physical conditions, emergency procedures, and hazard mitigation measures.

Worksite Environment:

1. General Conditions:

- Check for any potential hazards such as slippery floors, exposed wires, or obstructed pathways.
- Ensure adequate lighting and ventilation in all work areas.
- Verify that workstations are ergonomically designed to prevent strain or injury.

2. Emergency Exits:

- Identify emergency exits and ensure they are unobstructed and clearly marked.
- Test emergency lighting and exit signs to ensure they are functional.

3. Fire Safety:

- Verify the presence of fire extinguishers and ensure they are fully charged and accessible.
- Conduct fire drills periodically and ensure that all employees, including interns, are familiar with evacuation procedures.

Safety Protocols:

1. Personal Protective Equipment (PPE):

- Provide necessary PPE such as safety goggles, gloves, and helmets based on the nature of the work.
- Instruct interns on the proper use and maintenance of PPE.

2. Chemical Safety:

- Store hazardous chemicals in designated areas with proper labeling and ventilation.
- Provide interns with safety data sheets (SDS) for all chemicals used in the workplace.

3. Equipment Safety:

- Inspect machinery and equipment regularly to ensure they are in good working condition.
- Provide training to interns on the safe operation of equipment and machinery.

Documentation and Reporting:

1. Incident Reporting:

- Establish procedures for reporting accidents, injuries, or near-misses promptly.
- Document any safety concerns or incidents and implement corrective actions as necessary.

2. Safety Training Records:

- Maintain records of safety training provided to interns, including orientation sessions and specific safety protocols.

Additional Considerations:

1. Supervision:

- Ensure that interns are supervised at all times, especially when performing tasks that pose potential risks.
- Designate a worksite supervisor responsible for overseeing interns and addressing any safety concerns.

2. Student Confidentiality:

- Emphasize the importance of maintaining student confidentiality, especially regarding any medical conditions or personal information disclosed during the internship.

3. Mandated Reporting:

- Remind worksite employees that they are mandated reporters and must promptly report any suspected instances of child abuse or neglect in accordance with state law.

Regular review and implementation of this safety checklist are essential to create a secure and supportive environment for student interns. Collaboration between the School District and Community Partners is key to ensuring compliance with safety standards and promoting a positive learning experience for all participants.

Appendix G: Weekly Journal Template

Set Goals: Before beginning the internship, set 3-5 specific, measurable, achievable, relevant, and time-bound (SMART) goals that you aim to accomplish during the internship period. These goals should align with your personal and professional aspirations and reflect what you hope to achieve through the internship experience.

Daily Journal Entries: Each day, take time to reflect on your internship experiences and document them in your journal. Focus on the following key aspects:

- **Tasks performed:** Describe the tasks, projects, or assignments you worked on during the day.
- **Skills learned:** Reflect on the new skills, knowledge, or competencies you acquired or developed.
- **Challenges faced:** Identify any challenges, obstacles, or setbacks encountered and how you addressed or overcame them.
- **Successes achieved:** Highlight any achievements, accomplishments, or milestones reached during the day.
- **Goal Progress:** For each journal entry, mark your progress towards the goals you set at the beginning of the internship. Reflect on how the activities and experiences of the day contribute to achieving your goals.

Reflective Analysis: Use your journal entries as an opportunity for reflective analysis. Consider the significance of your experiences, what you have learned about yourself and your field of interest, and how you can apply these insights to future endeavors.

Consistency: Aim to submit journal entries on a consistent basis, ideally at the end of each day or as required by your internship coordinator or instructor. Ensure that your entries are well-written, organized, and adhere to any formatting or submission guidelines provided.

Appendix H: Scoring Guide for Internship Journal Entries

Content (4 points)

- Goal Alignment: (1 point) Clearly states and reflects on progress towards the 3-5 goals set for the internship.
- Key Aspects of Internship: (1 point) Addresses key aspects of the internship program, such as tasks performed, skills learned, challenges faced, and successes achieved.
- Reflection: (1 point) Demonstrates thoughtful reflection on daily experiences, insights gained, and lessons learned.
- Relevance: (1 point) Maintains relevance to the overall objectives of the internship and the student's personal and professional growth.

Writing Quality (3 points)

- Clarity: (1 point) Writing is clear, coherent, and effectively communicates ideas and experiences.
- Organization: (1 point) Journal entry is well-organized with logical flow and structure.
- Grammar and Mechanics: (1 point) Demonstrates proficiency in grammar, punctuation, spelling, and sentence structure.

Depth of Analysis (3 points)

- Critical Thinking: (1 point) Demonstrates critical thinking skills by analyzing challenges, evaluating strategies, and proposing solutions.
- Depth of Reflection: (1 point) Offers deep and meaningful reflection on personal growth, strengths, weaknesses, and areas for improvement.
- Connections to Learning Objectives: (1 point) Connects daily experiences to learning objectives, demonstrating understanding of how the internship contributes to academic and career goals.

Consistency (2 points)

- Frequency: (1 point) Submits journal entries on a consistent basis, ideally daily or as required by the internship program.
- Follows Instructions: (1 point) Adheres to formatting and submission guidelines provided by the internship coordinator or instructor.

Appendix I: Student Evaluation Rubric

This grading form utilizes a scale-based approach to assess student performance during the internship program. Each criterion is rated on a scale from 1 to 4, with 1 representing below expectations and 4 representing exceptional performance.

Student Name: _____

Internship Period: _____

Evaluator: _____

	1: Below Expectations	2: Developing	3: Proficient	4: Advanced
Technical Competence	Demonstrates minimal understanding of technical concepts and skills, requiring significant support and guidance	Shows some proficiency in technical areas but requires further development and practice to reach competency.	Demonstrates solid technical skills and understanding, able to perform tasks independently with occasional support.	Exhibits a high level of technical proficiency, consistently producing high-quality work and demonstrating innovation in problem-solving
Communication Skills	Struggles to communicate effectively, with frequent misunderstandings and difficulty expressing ideas.	Demonstrates improvement in communication skills but may still encounter challenges in conveying thoughts clearly.	Communicates clearly and confidently, actively listening and responding appropriately in various contexts.	Communicates articulately and persuasively, adapting communication style to different audiences and situations.
Professionalism	Displays unprofessional behavior, such as tardiness, lack of accountability, or inappropriate conduct.	Shows improvement in professionalism but may still struggle with consistency in behavior and attitude.	Demonstrates professionalism in most situations, adhering to workplace norms and standards of conduct.	Consistently behaves in a professional manner, exhibiting reliability, integrity, and respect for others.

Appendix J: Parent/Guardian Consent Form

Student's Full Name: _____ Grade Level: _____

Program Description:

The Internship Program offers students the opportunity to gain practical work experience, explore career pathways, and develop essential skills through placements with local businesses and organizations. Students participate in a structured program that includes both instructional components and hands-on workplace experiences.

Expectations and Requirements:

By signing this form, parents/guardians acknowledge that they have reviewed and understand the expectations and requirements of the Internship Program. These include but are not limited to:

- Compliance with program guidelines and policies.
- Attendance at all scheduled program activities, including orientation sessions and in-person lessons.
- Completion of assigned tasks and participation in reflection activities.
- Adherence to safety protocols and workplace rules.
- Maintenance of professionalism and appropriate behavior at all times.

Emergency Information:

Parent/Guardian Name: _____

Relationship to Student: _____

Phone Number: _____

Email Address: _____

Allergies/Medical Conditions: _____

Current Medications: _____

Consent and Agreement:

I, the undersigned parent/guardian of the above-named student, hereby give consent for my child to participate in the Internship Program offered by [School Name]. I understand and agree to the expectations and requirements outlined above and authorize my child to engage in the activities associated with the program.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Appendix J: Mentor Feedback Form

Intern Name: _____

Date: _____

Worksite: _____

Student Performance:

1. Please rate the student's performance in the following areas:

- | | | | | |
|-------------------------------|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| - Punctuality and Attendance: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| - Work Ethic: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| - Communication Skills: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| - Ability to Learn and Adapt: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| - Teamwork and Collaboration: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |

Strengths:

2. What are the student's key strengths and positive contributions during the internship?

Areas for Improvement:

3. Are there any specific areas where the student could improve or develop further? Please provide details.

Overall Experience:

4. How would you rate the student's overall performance and attitude during the internship placement?

- ☐ Excellent
- ☐ Fair
- ☐ Good
- ☐ Poor

Programmatic Improvement Suggestions:

5. Do you have any suggestions for improving the internship program or enhancing the experience for future students? Please share any ideas or recommendations for programmatic improvement.

Additional Comments:

6. Please provide any additional comments or feedback regarding the student's internship experience or any other relevant information.

Thank you for your time and valuable feedback. Your input helps us continuously improve the internship program for the benefit of our students and community.

Appendix K: Work-Based Learning Plan and Agreement

Intern Name: _____

Worksite Mentor: _____

Teacher-Coordinator: _____

I. Introduction

This Work-Based Learning Plan and Agreement (WBLPA) outlines the schedule and expectations for the internship experience. It serves as a roadmap for the student, worksite mentor, and teacher-coordinator to ensure clarity and alignment throughout the internship.

II. Schedule and Attendance

Internship Duration: _____ to _____

[Start Date] to [End Date]

Monday: _____ to _____

[Start Time] to [End Time]

Tuesday: _____ to _____

[Start Time] to [End Time]

Wednesday: _____ to _____

[Start Time] to [End Time]

Thursday: _____ to _____

[Start Time] to [End Time]

Friday: _____ to _____

[Start Time] to [End Time]

In-Person Meetings: _____

[Frequency of meetings with mentor and coordinator]

Important Dates: _____

[Any specific dates for presentations, evaluations, etc.]

III. Expectations

Student Expectations:

- Attend all scheduled work hours and meetings.
- Complete assigned tasks and projects on time.
- Seek guidance and clarification from the worksite mentor and teacher-coordinator when needed.
- Adhere to workplace policies and regulations.

Worksite Mentor Expectations:

- Provide guidance, support, and feedback to the student.
- Assign meaningful tasks and projects aligned with the student's learning goals.
- Ensure a safe and inclusive work environment.
- Communicate any concerns or issues to the teacher-coordinator promptly.

Teacher-Coordinator Expectations:

- Facilitate the development of the WBLPA and ensure alignment with academic goals.
- Monitor the student's progress and provide support as needed.
- Collaborate with the worksite mentor to address any challenges.
- Conduct regular check-ins with the student and worksite mentor.

IV. Signatures

We, the undersigned, acknowledge that we have read and agree to the terms outlined in this Work-Based Learning Plan and Agreement.

Student Signature: _____ Date: _____

Worksite Mentor Signature: _____ Date: _____

Community Partner Signature: _____ Date: _____

Teacher-Coordinator Signature: _____ Date: _____ This

WBLPA provides a structured framework for the internship experience, allowing for clear communication and accountability among all parties involved. Adjustments may be made to the schedule and expectations as needed to ensure a successful and enriching experience for the student.

Appendix L: Incident Report Form

Intern Name: _____

Date of Incident: _____

Location of Incident: _____

Description of Incident: _____

Details of Incident:

1. Type of Incident:

- | | |
|--|---|
| - <input type="checkbox"/> Accident | - <input type="checkbox"/> Safety Concern |
| - <input type="checkbox"/> Injury | - <input type="checkbox"/> Other (please specify) |
| - <input type="checkbox"/> Property Damage | |

2. Description of Incident: Please provide a detailed description of what happened, including the sequence of events leading up to the incident.

Witness Information:

3. Were there any witnesses to the incident?

- | | |
|--------------------------------|-------------------------------|
| - <input type="checkbox"/> Yes | - <input type="checkbox"/> No |
|--------------------------------|-------------------------------|

If yes, please provide the names and contact information of witnesses:

Actions Taken:

4. What actions were taken immediately following the incident?

- | | |
|---|---|
| - <input type="checkbox"/> First Aid Provided | - <input type="checkbox"/> Supervisor Notified |
| - <input type="checkbox"/> Emergency Services Contacted | - <input type="checkbox"/> Other (please specify) |

Follow-Up Actions:

5. What follow-up actions were taken to address the incident?

- | | |
|--|---|
| - <input type="checkbox"/> Incident Report Filed | - <input type="checkbox"/> Training Provided |
| - <input type="checkbox"/> Safety Measures Implemented | - <input type="checkbox"/> Other (please specify) |

Recommendations for Prevention:

6. Based on the incident, what recommendations do you have for preventing similar incidents in the future?

Additional Comments:

7. Please provide any additional comments or information relevant to the incident.

Submitted By:

Name:

Position/Title:

Date:

Thank you for your prompt completion of this incident report. Your cooperation ensures the safety and well-being of our interns and helps us maintain a secure learning environment.

Appendix M: Program Evaluation Survey

Instructions: Please circle the appropriate number for each statement, where:

1. The internship program provided valuable work-based learning experiences.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

2. The program helped me explore different career pathways and industries.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

3. The program effectively prepared me for the workplace.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

4. I received adequate support and guidance from my teacher-coordinator.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

5. The worksite placement aligned well with my career interests.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

6. I felt safe and supported during my internship placement.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

7. The program helped me develop essential employability skills (e.g., communication, teamwork).

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

8. The orientation and training provided were helpful for understanding workplace expectations.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

9. I received constructive feedback from my worksite mentor.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

10. The internship program enhanced my understanding of classroom learning in real-world contexts.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

11. The program provided opportunities for personal and professional growth.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

12. I would recommend this internship program to other students.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

13. The internship program contributed positively to my academic and career goals.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

14. The worksite supervisor effectively facilitated my learning experience.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

15. The internship program helped me build connections and networks in my chosen field.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

16. The program adequately addressed safety and liability considerations.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

17. I had sufficient opportunities to apply classroom learning to my internship tasks.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

18. The program fostered a supportive and inclusive learning environment.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

19. The internship program helped me develop confidence in my abilities.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

20. I received timely and relevant feedback on my performance.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

21. The internship program met my expectations.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

22. The program provided opportunities for self-reflection and goal setting.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

23. I encountered challenges during my internship that helped me grow and learn.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

24. The program adequately prepared me for future career opportunities.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

25. The internship program enhanced my understanding of workplace norms and culture.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

26. The program facilitated meaningful interactions between students and community partners.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

27. The internship experience was well-structured and organized.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

28. I felt valued and respected by my worksite mentor and colleagues.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

29. The internship program supported my academic and personal development.

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

1 - Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 - Strongly Agree

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.