



Internships for Credit Guidelines

- Can be “Interns that Work” high school elective course code **OR** Can be Work-based Learning course code in student’s career major, counts toward “CTE Completer”
- 120+ hours = 1 course credit OR 60+ hours = half course credit
- **TEAMWORK:** Teacher of Record, School Counselor, & Career Specialist all assist as described below:

Teacher of Record Internship Checklist

- Have interested student complete [CCSD Student Internship Connection Request Form](#)
- Guide student to speak with school counselor regarding space for internship in upcoming schedule
- Collaborate to assist students with identifying and applying for potential internships

Before:

- Collect **Training Agreement** - Student should complete this with internship supervisor
- Transportation & Emergency Information Form**
- Educator Recommendation Form**

During:

- Collect weekly journals / other written assignments and time sheets/proof of hours worked
- Site Visit: Conduct one site visit minimum. Career Specialist available to assist

After:

- Ensure all required student paperwork has been received and filed for audit**
- Collect Mid-point & Final Supervisor Evaluation Forms, Training Agreement, Hours verification**
- Assign a grade using the WBL Course Completion [Grade Sheet](#). Turn this into School Counselor to post on transcript. School Counselor will also enter into PowerSchool

School Counselor Support

- Ensure internship fits student’s schedule and it aligns with academic and career goals
- Collect WBL Course Completion [Grade Sheet](#) and post on transcript
- Enter Internship in PowerSchool, Check CCR for potential satisfaction. If entered for CCR (in red box) ensure Body of Work is auditable

Career Specialist Support

- Assist student with internship search and application process, including resume and onboarding requirements for host company
- Provide interview prep as needed
- Assist with site visits as needed

Student Responsibilities

- Speak with teacher, career specialist or counselor about internship opportunities
- Fill out [CCSD Student Internship Connection Request Form](#)
- Meet with School Counselor to ensure internship fits schedule aligned with academic/career goals

Student Forms

- Training Agreement- Complete with internship supervisor
- Transportation & Emergency Information Form
- Educator Recommendation Form
- Complete Weekly Journals and any other assignments from Teacher of Record



Work-based Learning Course for Academic Credit Training Agreement

(4 pages + COVID Addendum)



Student Information:

Name:		Career Major/ IGP Pathway:	
Home Address:			
Home Phone:	Cell Phone:	Email:	
High School:		Expected Graduation Date:	

Worksite Information:

Business/Organization:	
Address:	
Contact Name/Supervisor:	
Supervisor Job Title:	
Supervisor Phone:	Supervisor Email:

Term of Training Agreement:

Start Date:	End Date:
Work Schedule:	
Student interns may be invited to continue working after conclusion of internship term.	
Compensation Plan:	
Teacher of Record:	

Agreement:

The training of the student will conform to all federal, state, and local laws and regulations, including those that:

- Prohibit discrimination against any applicant or employee because of race, age, sex, religion, marital status, national origin, ancestry, or handicap.
- Restricts both the hours of employment and type of occupations that minors can work in order to safeguard their well-being, health and safety, and progress in school.

Safety instructions shall be given by the school and correlated by the employer with on-the-job training. This agreement includes a plan prepared by the Teacher of Record and employer of scheduled, organized and progressive work processes (competencies) to be performed on the job.

While participating in this WBL Course, students agree to:

Student Initials _____

1. Demonstrate proper conduct, a positive attitude, proper health and grooming habits, and conform to all rules and regulations of the employer and the school district; and dress appropriately and safely for the job.
2. Notify the Teacher of Record if **ANY** change is made in the work location, work schedule, or training agreement.
3. If separated from the job for **ANY** reason, notify Teacher of Record immediately.
4. Discuss any work-related challenges first with assigned supervisor and then with Teacher of Record, if not resolved with the assigned supervisor's manager or employer leadership.
5. If a student completes 120 hours of work prior to the end of the Training Agreement term, the student may **NOT** discontinue reporting to the work site without mutual agreement by all below signed parties.
6. Adhere to the agreed WBL work schedule. Including turning in timesheets, weekly journals, evaluations and any other assignments are due to the Teacher of Record.
7. Maintain a minimum of a 2.0 cumulative GPA.
8. Sign out of school each day at the designated location, typically the Teacher of Record's classroom, and record the time of departure.
9. Report any work-related accidents immediately to the School Nurse and Teacher of Record.
10. Maintain agreed transportation plan to and from the work site.
11. Maintain punctuality and regular attendance, both in school and at the work site.
12. Schedule an evaluation meeting with worksite supervisor at the midpoint and end of the WBL experience, and ensure both evaluations are submitted to the Teacher of Record.

Parent(s) / Guardian(s) agree to:

Parent / Guardian Initials _____

1. Be involved in their student's participation in this Work-based Learning course for academic credit and encourage a positive work ethic, professional behaviors and attitude, and reinforce the responsibility for proper conduct on the job.
2. Ensure transportation plan is honored for the student to get to and from the work site and ensure adequate automobile insurance coverage is maintained.
3. **Avoid direct contact** with the work site / employer. Only the Teacher of Record should be contacted about WBL concerns and inquiries.
4. Allow CCSD to collect data on student's WBL experience for use in scholarly reporting and permit stories and pictures celebrating my student's WBL success to be shared on the CCSD website and social media.
5. Remind and encourage student to notify their Teacher of Record if there is any material change in the agreed work schedule, or if the student is terminated from their position.
6. Contact the Teacher of Record for information or concerns related to your student's experience.

PARENTAL CONSENT: Some internship host companies require a background check and drug testing as a condition of employment. As the parent of the above-referenced minor, I understand the purposes of these pre-employment checks and hereby provide my consent for any required background checks and drug tests.

Parent / Guardian Initials _____

Teacher of Record agrees to:

Teacher of Record Initials _____

1. Collect and retain all required documents and assignments for two years.
2. Encourage and remind each work-based learning student to comply with deadlines for all assignments.
3. Ensure that parents are contacted as necessary regarding student progress.
4. Assign course grade using the CCSD Work-based Learning Grade Sheet and submit to school counseling department.

Employer / Worksite Supervisor agrees to:

Worksite Supervisor Initials _____

1. Comply with Federal, state, and local regulations regarding the employment of students under 18 years of age.
2. Designate a supervisor for the work-based learning student.
3. Provide a variety of training experiences, including continuous safety instruction. Provide structured orientation at the start of the internship.
4. Avoid displacing other workers who perform similar tasks and avoid the exploitation of students.
5. Inform the Teacher of Record and School Nurse immediately in the event of any work-related accident.
6. Report concerns with student's actions or behaviors to Teacher of Record to help resolve problems prior to formal disciplinary action.
7. Assist in the development of the work-based training agreement.
8. Provide training on a weekly basis for a total number of hours as agreed upon in the training agreement. Any changes to the training location or schedule must be submitted to the Teacher of Record.
9. Provide evidence of hours worked to the student (typically paystubs) for submission to the Teacher of Record – A **minimum of 120 hours** is required for academic credit to be earned for this work-based learning experience.
10. Evaluate the student at the midpoint and end of the WBL experience using provided forms and return completed evaluations to the student to be turned in to their Teacher of Record.
11. Welcome Teacher of Record, or their designee, for worksite visits at least once during the term of the WBL experience.
12. Notify Teacher of Record about a student's termination immediately.

District WBL Partnerships Coordinator's role:

1. Develop and distribute all information and forms for the work-based learning programs for CCSD.
2. Maintain the confidentiality of personal information of all participating students.
3. Ensure that training is meaningful and related to the student's career goals.
4. Ensure that job-site visits occur at least once during the term of the experience.
5. Ensure that each work-based learning participant is assigned a Teacher of Record.
6. **SUMMER WBL PLACEMENTS:** Collect all required documents for WBL experiences and provide them to each student's Teacher of Record for grading at the beginning of the next academic year.

Training Plan Job Competencies

List up to 5 job skills student will work to master during this WBL experience:

1.
2.
3.
4.
5.

By signing this document you agree to the responsibilities as outlined herein:

Print Student Name: _____ Student Signature: _____	Date:
Print Parent/Guardian: _____ Parent/Guardian Signature: _____	Date:
Print Worksite Supervisor: _____ Worksite Supervisor Signature: _____	Date:
Print Teacher of Record: _____ Teacher of Record Signature: _____	Date:

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Work-based Learning Experience Student Transportation & Emergency Information Form

Personal Data:

Student Name:	Telephone:
Parent/Guardian Name:	Telephone:
Parent/Guardian Name:	Telephone:
Please indicate any other names and telephone numbers which should be used in an emergency:	

Transportation Information:

Transportation Arrangements: () Drive Self () Ride with Parent/Guardian () CARTA	
IF DRIVING SELF →	Make/Model of Vehicle:
Auto Insurance Company Name:	Policy Holder Name:
Policy Number:	Insurance Phone Number:

Student Medical Information:

Insurance/Accident Company:	
Policy Holder Name:	
Policy Number:	Insurance Telephone:
Physician's Name:	Physician's Telephone:
Allergic to medications? () Yes () No If yes, list medications:	
List all medications presently taking:	
List any physical or medical limitations:	

I, _____, give my permission for _____, to drive his/her self to and from their assigned work-based learning experience worksite.

 Student Signature

 Parent / Guardian Signature



Weekly WBL Journal Guidelines



Students will prepare and submit a Weekly Journal to their Teacher of Record describing their experiences each week during their work-based learning course for credit. Weekly Journal entries must be typed and be at least two paragraphs in length.

Please use the following questions as prompts to assist in the composition of weekly journal submissions:

- 1) What have you learned this week?
- 2) What did you accomplish during the past week in relation to your personal goals and job tasks?
- 3) What do you hope to accomplish next?
- 4) What did you learn about yourself; your interests, strengths, and weaknesses?
- 5) Describe the technology or equipment you used or observed being used.
- 6) How have you used your math or science skills at your job site?
- 7) Give me an example of oral or written communication that you used or observed that was positive.
- 8) Describe any materials you had to read in order to complete an assignment.
- 9) Have you taken the initiative to learn something new?



Work-based Learning Course for Credit Supervisor Evaluation Form (Page 2 of 2)



Directions: Circle a response for each row below. Total the points by using the numerical value for each column.

	5 Points	4 Points	3 Points	1 Point
Quality of Work	Superior	Very Good	Average	Poor
Knowledge of Work	Excellent	Good	Adequate	Insufficient
Work Attitude	Very enthusiastic	Shows great interest	Shows normal interest	Indifferent; uninterested
Attendance/Punctuality	Attends daily; always on time	Occasionally absent or late	Warned for tardiness/truancy	Frequently absent or late
Decision-Making Ability	Makes accurate, well-informed decisions	Needs occasional guidance from supervisor/others	Often needs help with decisions	Cannot make own decisions
Industry (Diligence)	Industrious; works extra	Works steadily; good effort	Persistent in efforts	Avoids work; not persistent
Work Initiative	Seeks additional tasks; highly motivated	Alert to opportunities; makes good suggestions	Regular work performed promptly	Needs explanation of routine work
Organizational Ability	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized often
Attitude Toward Others	Positive; takes active friendly interest in others	Pleasant, polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative
Acceptance of Responsibility	Welcomes responsibility	Accepts willingly without protest	Accepts under protest	Avoids responsibility whenever possible

Total Points Received on Page 1 & 2 out of 100: _____

Worksite Supervisor Signature

Date

Student Signature

Date



Work-based Learning Experience Internship Timesheet

Student Name:	
High School:	Supervisor:
Worksite:	Supervisor Email:

STUDENT INTERN: After each 2 week period, please add for a total number of hours completed and have supervisor verify by signing forms. Turn in completed timesheet to your Teacher of Record. A minimum of 120 hours is required for a WBL Course Credit to be earned, per the Training Agreement.

Enter 2 Week Period Dates: ___ / ___ / ___ → ___ / ___ / ___

Dates Worked	Hours Worked (round to nearest quarter hour)
	Total

Student Signature:	Date:
Supervisor Signature:	Date:



Work-based Learning Grade Sheet



Student Name:	
High School:	Career Major / Pathway:
Worksite:	Worksite Supervisor:
Course Title:	Course Code: (379966CW if elective course "Interns that Work")
Teacher of Record Name:	

WBL course grade calculated as follows:

	Grade	Weight
Timesheets / Paystubs, minimum 120 hours (minimum 60 hours for half course credit)	_____	20 %
Writing Assignments / Weekly Journals	_____	20 %
End of Term Supervisor Evaluation	_____	60 %
FINAL GRADE	_____	

 Teacher of Record Signature

 Date

The School Counseling Department is responsible for posting the WBL Course grade to the student's transcript. This form should be filed in the student's permanent record. The Teacher of Record retains all other WBL related documents.