STUDENT INTERNSHIP GUIDE

40+ HOUR INTERNSHIP

Your Experience. Your Future.

Career Ready

FOLLOW THESE IMPORTANT STEPS DURING YOUR INTERNSHIP!

1. **Complete Training Agreement** with supervisor and **return** to School Representative ASAP.
2. 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 & dress appropriately and safely for the job.
3. **Notify the School Representative** if ANY change is made in the work location, work schedule, or training contract.
4. **Discuss any work-related challenges** with supervisor and then with the School Representative.
5. **Ensure** a minimum of **40 hours of experience is completed** during the internship placement. Number of total hours to be included in supervisor evaluation form.
6. Adhere to the agreed schedule. Update supervisor on unexpected delays & School Representative with schedule changes.
7. **Report any work-related accidents immediately** to the School Nurse and School Representative.
8. Maintain the agreed **transportation plan** to and from the work site.
9. **Maintain punctuality** and **regular attendance**, both in school and at the work site.
10. Ensure **a final evaluation meeting is completed** with supervisor & return completed evaluation to the School Representative.

Charleston County SCHOOL DISTRICT

CTE: EMPOWERING CHARLESTON'S FUTURE WORKFORCE.

CTE

Work-based Learning Career Ready
Internship Training Agreement - 40+ Hours

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

Worksite Information:

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

Term of Internship Experience

Start Date:	End Date:
Work Experience Schedule: (Example Mon-Thurs, 1:30pm – 5pm)	
Compensation Plan:	
School Representative:	

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.

Job Description & Student Competencies

Describe & Define 5 job skills students will work to accomplish during this WBL experience based on industry specific competencies within the career pathway. *Examples: Spreadsheet & Data Entry Accuracy, Help Desk Ticketing, Inventory & Stock Management, Event Planning & Execution, PPE & OSHA Compliant, Proper E-mail etiquette and Customer Service, Telephone Professionalism.*

1.
2.
3.
4.
5.

Print Student Name: _____ Student Signature: _____	Date:
Print Worksite Supervisor: _____ Worksite Supervisor Signature:_____	Date:
Print School Representative: _____ School Representative Signature: _____	Date:

WBL Career Ready 40+
Supervisor Evaluation Form (Page 1 of 2)

Student Name:	Evaluation Date:
High School:	Experience Start Date _____ End Date_____
Worksite:	Worksite Supervisor:

Directions: Please copy the "Training Agreement Job Skills" from page 2 of the signed training agreement for this internship in the spaces below. Use the appropriate number in the rating column below to indicate the degree of mastery for each task. The descriptions associated with each of the numbers focus on the level of student performance.

Additional feedback is welcome.

Employer Rating *(copy list of "*Job Skills*" from Training Agreement)*

(8-10) Skilled — can work independently with no supervision.
(5-7) Moderately Skilled — can perform the job completely with limited supervision.
(0-4) Limited Skill — requires instruction and close supervision

Job Skills	Rating	Additional Feedback
Total Number of Points		

WBL Career Ready 40+ 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-informe d 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

Pages 1 + 2 Total: _____

Final Evaluation Score = Total points earned divided by 20: _____

Please round to nearest whole number

Total Number of Hours Completed: _____

Worksite Supervisor Signature **Date**

Student Signature **Date**