

INTERNSHIP/APPRENTICESHIP HANDBOOK Non-Credit



Cabarrus County Schools
CAREER & TECHNICAL EDUCATION
Moving Futures Forward.

Cabarrus County Schools

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INTERNSHIP/APPRENTICESHIP PACKET (non-credit)

Eligibility:

1. Junior or Senior status
2. Have successfully completed at least 2 CTE credits within the same pathway/program area; one of which is the concentrator credit based on the CCS CTE Pathway Document.
3. Provide reliable transportation daily to job site
4. The attendance record, academic standard, teacher recommendations, and discipline referrals will be reviewed.

Student Responsibilities:

1. Identify possible internship site – work with Work-Based Learning Coordinator (WBL) to verify internship site. *Note: Family members may not supervise an intern.
2. Complete Internship Application – all applications must be completed and given to WBL at the time of course registration with your counselor.
3. Complete a resume before the initial meeting with the employer
4. Complete all assigned activities by deadlines. **Minimum 80 contact hours required for academy internship requirement.**
5. Represent Cabarrus County Schools well – dress appropriately; conduct themselves in a business like manner; be prompt, courteous, and groomed according to the training supervisor’s requirements.
6. Communicate weekly with the WBL – Turn in required materials and inform the WBL of any issues that may arise. Attend scheduled meetings with the WBL; minimum once per quarter.

Parent Responsibilities:

1. Assist the student in identifying possible internship site(s).
2. Communicate with the WBL any concerns.
3. Provide a means of reliable transportation to the job site.
4. Encourage the student to complete all internship requirements. **Minimum 80 contact hours required for completion of the academy internship requirement.**

School Responsibilities:

1. The Work-based Learning Coordinator will review expectations with students/parents and employer at the beginning of the internship agreement; and continue on an as needed basis.
2. The Work-based Learning Coordinator will visit the job site to complete the work plan in partnership with the employer and the intern.
3. The Work-based Learning Coordinator will visit the job site to ensure proper placement and safety of the student at a minimum once per semester (suggested at Mid-term).
4. The Work-Based Learning Coordinator will schedule internship site visits and reviews at least one week in advance.
5. The Work-based Learning Coordinator will review the time sheets and verify hours each week.
6. The Work-based Learning Coordinator will meet with the intern after three weeks (progress report check-in) and again by the end of the first 9-weeks to determine the viability of the Internship. At this point, if it is determined that the internship is not to be continued the appropriate entry will be made in PowerSchool. (Withdraw/F – student failed to complete the Internship requirements; Withdraw/P – employer did not meet the requirements outlined in this guide).
7. Provide a copy of the work plan to the student, parent(s)/guardian(s), and Internship site supervisor.

Site Responsibilities:

1. Agree on the internship work plan before hosting the intern.

2. Assist the student in accomplishing his/her goals by jointly developing an outline of tasks and responsibilities.
3. Submit an evaluation of the student's performance after three weeks of hosting the intern; and again each grading period (est. 9 weeks) as a check-in process for the intern/site supervisor.
4. Communicate with the Work-Based Learning Coordinator about any concerns or suggestions for improvement.
5. Assign a mentor/coach to the intern to provide feedback and training on a regular basis.
6. Ensure that the student works in a safe environment and provides the student with a variety of learning experiences that will offer a broad view of the site's entire operation.
- 7. Ensure that the student has the opportunity to earn a minimum of 80 contact hours.**

Note: Family members must not directly supervise an intern.

REQUIREMENTS AND DEADLINES

AT REGISTRATION (Spring semester date determined by Student Services):

1. Schedule a meeting with the Work-Based Learning Coordinator to review Internship requirements and determine scheduling requirements for the following school year.
2. Complete the Application and submit it to the Work-Based Learning Coordinator at the same time as course registration is submitted to the Student Services Department.
3. Students should still schedule 8 classes outside of the Internship and meet with the Work-based learning Coordinator once the Internship is established to make a schedule adjustment.

PRIOR TO FIRST DAY OF SEMESTER:

1. Submit Internship Contract, Internship Agreement, and Skills Development/Training Plan to the Work-Based Learning Coordinator.

WEEKLY:

Submit a weekly time sheet signed by the site supervisor/designee. (If submitted electronically, have your Site Supervisor email the Work-based Learning Coordinator the weekly time sheet. This will count as the signature. Must be from Site Supervisor's email address.)

* Pay stubs may be used for documentation of hours worked.

* Other means for "proof of hours" can be determined and agreed upon by the Work-based Learning Coordinator and the internship site supervisor.

EACH GRADING PERIOD:

1. Work-based Learning Coordinator will check in with the internship site supervisor via phone or email at the progress report time (approximately 3 weeks after the internship begins).
2. Intern will ask the internship supervisor to complete the Work-Site Supervisor's Evaluation Form each grading period and submit to the Work-Based Learning Coordinator.

Note: Non-credit internships will still follow the same guidelines as check points.

OTHER/GENERAL:

1. Attend required meetings.
2. Complete a minimum of 80 hours by the end of the semester (allocated time), before exams.
3. Write thank-you letters to your site supervisor and any other co-workers who helped you during your internship. Student shall provide Work-based Learning Coordinator with thank-you letters, envelopes and postage.

FINAL PROJECT:

1. Complete and turn in the Student Evaluation
2. Complete Final Project (Project Proposal due at the end of the first grading period. Project due a week prior to the end of the Internship)
3. The internship site supervisor will evaluate the final project based on guidelines outlined in the intern's plan of work established at the beginning of the internship placement.

INTERNSHIP/APPRENTICESHIP APPLICATION

****Must be completed and returned to the Work-based Learning Coordinator to register for the course***

Student Name: _____ Current Grade Level: _____

Student email address: _____ Student ID Number: _____

Student Address: _____

Home Phone Number: _____ Cell Phone Number: _____

Parent/Guardian Name: _____

Parent/Guardian Home Phone Number: _____ Cell or Work Number _____

Parent/Guardian email address: _____

In Case of Emergency Notify: _____ Phone number _____

I prefer an Internship during: Fall Spring Summer NAF Intern: Yes No

My academic and career goals are: _____

My goals for this Internship are: _____

I have successfully completed or am currently enrolled in the following CTE Courses: _____

Method of Transportation: _____

Additional Notes related to the internship placement: _____

Internship/Apprenticeship Work Site Information

Work Site: _____

Work Site Address: _____

Work Site Phone Number: _____

Site Supervisor's Name: _____

By signing below I/we acknowledge the above application information is accurate to the best of our knowledge.

Student Signature Date

Parent/Guardian Signature Date

Work-based Learning Signature Date

Site Supervisor Signature Date

INTERNSHIP/APPRENTICESHIP AGREEMENT

Internships/Apprenticeships allow students to go beyond the classroom and into the community to develop employability skills and workplace competence. Cabarrus County Schools does not discriminate based on race, color, national origin, sex, disability or age in its programs or activities.

Student Name: _____

Name of Job Site/Company: _____

Address of Internship Site: _____

Supervisor: _____ Phone Number: _____

Supervisor Email address: _____

Designated Internship Time Period: _____

(Ex. 1st period, 1st semester; 2 – 4 PM Monday – Friday)

The above mentioned agency will permit the above mentioned student to enter their establishment for the purpose of gaining knowledge and experience as (a, an) _____ (occupation) for a minimum of 80 hours during the (Fall/Spring/Summer) term.

Internship/Apprenticeship Terms and Conditions

1. The student will abide by all school policies while on the work site.
2. The Internship Supervisor will report any inappropriate behavior/concerns to the Work-based Learning Coordinator immediately.
3. The parent or guardian is responsible for the conduct of the student at the site.
4. Transportation and proof of insurance will be provided by the intern or the parent/guardian of the intern.
5. The parent/guardian, on behalf of themselves and the student, hereby waives and releases the school district, work site, and their representatives from any and all claims for property damage or personal injury that may arise from the student's participation in the work-based learning program.
6. The Work-Based Learning Coordinator (WBL) will have the authority to transfer or withdraw the student when he/she deems such action to be in the best interest of those concerned.
7. The work of the student will be under the direct supervision of a qualified and experienced person with the tasks to be performed under safe and hazard free conditions.
8. The student, work site supervisor, Work-Based Learning Coordinator and parent/guardian shall communicate regularly. This action will ensure that each party involved is aware of the student's progress and evaluation (i.e. progress reporting, 9 week check-in, final evaluation).
9. The student will maintain excellent attendance at school and at the internship site. If a student is unable to attend school, it is understood that he/she is unable to report to the job site that day. It is the responsibility of the student to contact the site supervisor and the Work-based Learning Coordinator if he/she is going to be absent.
10. Proper checkout procedures are to be followed per school guidelines.

**Internship/Apprenticeship Program
Confidentiality Statement**

I, _____, a Cabarrus County School Intern, understand that all information obtained during my Internship, whether formally, deliberately, or accidentally, is to be kept in complete confidence and will not be shared with anyone outside of the company.

By signing this statement, I promise to adhere to this policy of confidentiality along with any policy set forth by my host intern site. I understand that the credibility of the internship will directly be affected by my adhering to this policy. I understand that I may not disclose company information in any media (including but not limited to any social media such as Twitter, Instagram, TikTok, Snapchat, Facebook, text or email) at any time. I understand that a single breach of confidentiality will result in the automatic termination of my internship or apprenticeship.

Student Signature

Date

Parent/Guardian Signature

Date

Work Habits Agreement

All high school students enrolled in the internship program must adhere to the work habits listed below in order to continue the partnership with the internship site. If a student fails to maintain one or more of these standards or is dismissed, he or she will return to school as determined by the Work-based Learning Coordinator.

Work Habits

- Maintains good attendance
- Reports to work on time
- Dresses appropriately for the work environment
- Uses good time management techniques
- Demonstrates honesty and integrity
- Accepts responsibility
- Demonstrates dependability
- Maintains a positive attitude
- Fosters positive working relationships
- Uses feedback constructively for personal growth
- Uses/maintains materials and equipment appropriately
- Follows company policies
- Produces quality work
- Follows safety procedures

Student Signature

Date

Parent/Guardian Signature

Date

Key Area of Responsibility	Sample Tasks

Final Internship Reflection

1. Rate and explain your overall internship experience: Excellent / Good / Fair / Poor
2. Was the internship mostly: Task oriented / Observation / Combination of both (what percent?)
3. What specific courses have you taken in high school that helped you during the internship? Explain.
4. What technology (computers, machines, equipment, etc.) were you able to use during the internship?
5. What was your most important contribution during the internship?
6. Have your academic and career goals changed? Explain why or why not.
7. Did the internship meet your personal expectations? Explain.
8. What personal strengths have you discovered that will make you successful in this career field?
9. In what areas do you need improvement to be a success in this career field?
10. Would you recommend this internship site for future interns? Why or why not?

Culminating Project

The purpose of the final project is to provide an opportunity to apply knowledge gained during the internship, stimulate desire for further learning and reflect your interests and area of exploration. Try to utilize resources at the internship site that are not normally available in school and to incorporate the use of technology. Using your internship experience determine a problem/issue you encountered and create a deliverable to improve or resolve the problem. You may create a model, scrapbook, research paper, web page, PowerPoint presentation, or other project that showcases the knowledge and skills you mastered during the internship.

The proposal is due by the end of the first 40 hours of the internship. The finished project upon the completion of the internship.

PROJECT EXAMPLE

Exploring the career of: Veterinary Medicine

Proposal/Description: Create a brochure for new pet owners about care and vaccinations to keep their pet healthy

Explain the need for your final exam project: The company is currently lacking brochures to help pet owners track how to care for their pets. My brochure will include a checklist that helps pet owners know when to complete each care step and will also allow owners to track the pets care plan to ensure their animal is up to date of all vaccinations, pet care, and health procedures.

Relevance: Explains one of the fundamental aspects of veterinary medicine

Planned use of technology: Use Microsoft Publisher to create the brochure

Resources: Site Supervisor, Web sites such as http://dogs.lovetoknow.com/wiki/Dog_Vaccinations
<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1932753/>

PROJECT EVALUATION RUBRIC

Student: _____

Internship Location: _____

Supervisor: _____

Your project will be evaluated on the following criteria:

Criteria	Excellent	Above Average	Good	Below Average	Poor
Preparation: <ul style="list-style-type: none"> Proposal submitted at end of the first grading period for approval 	5	4.5	4	3.75	3.25
Content: <ul style="list-style-type: none"> Content consistent with project proposal Content reflects student learning Information and explanations are thorough and clear 	10 20 20	9 18 18	8 16 16	7.5 15 15	6.5 13 13
Organization: <ul style="list-style-type: none"> Information presented in a logical order 	20	18	16	15	13
Presentation: <ul style="list-style-type: none"> Project typed Project neat, clean and presented professionally Correct spelling used Correct grammar and wording used 	10 5 5 5	9 4.5 4.5 4.5	8 4 4 4	7.5 3.75 3.75 3.75	6.5 3.25 3.25 3.25

POINTS EARNED					
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POINTS DEDUCTED		Five points deducted per day if submitted after final deadline date
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TOTAL SCORE	
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Comments: _____

THANK YOU LETTER INSTRUCTIONS

Always send a thank you note. People who communicate well have a definite advantage over those who fail to take time to demonstrate proper etiquette. Your thoughtfulness will be remembered now and in the future. You may Google "Thank you letter" or modify the following example. Due one week before the conclusion of the internship.

SAMPLE THANK YOU LETTER

Your Mailing Address
Your City, State, Zip Code

Today's Date (Example: January 4, 2020)

Work Site Supervisor's Name (Example: Ms. Jane Doe)
Their position within the company (Example: Human Resources Director)
Company Name
Company Mailing Address
Company City, State, Zip Code

Dear Mr./Ms. (Site Supervisor's Last name)

Thank you for allowing me to serve as an Intern with (name of business.) This was a wonderful opportunity for me to learn more about the (name of the career field) career field.

The staff was so kind and helpful. I really enjoyed (name a particular activity that was enjoyable to you.)

This experience will truly benefit me for planning a successful career. It was a pleasure and a privilege to be an intern with your company.

Sincerely,

Signature here

Your Name (First and Last)

STUDENT EVALUATION

Please answer the questions at the conclusion of your internship. Due with Journal Entry 17 papers. **Please be specific in your responses.**

1. What are the most important events that you observed/practiced/learned (skills and other aspects)?

2. Did this experience help you make a career decision? Discuss your answer.

3. What is your overall rating of this program as a learning experience? Circle one.

Excellent

Good

Poor

4. What worked well with your internship?

5. What aspects of the experience were not satisfactory? What would you change or improve?

6. Would you recommend this work site for other interns?

Yes

No

Additional Comments (add additional page if desired.)

Student's Name (Print) _____ Date _____

Work Site _____

WORK SITE SUPERVISOR'S EVALUATION

(To be filled out by the work site supervisor each nine-week grading period. This evaluation counts as 50% of the student's nine-week grade. Please email to the Intern's high school Work-based Learning Coordinator).

Student Name: _____

Date: _____

Work Site _____

Work-based Learning Coordinator email: _____

On a scale of 1 to 10, with 1 being the lowest and 10 being the highest, please evaluate the student in the following areas: Add the totals at the very bottom.

- | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|----|
| 1. Student is punctual and has good attendance | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 2. Student utilizes critical thinking skills to address and solve problems | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 3. Student demonstrates creativity and innovation | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 4. Student shows initiative, enthusiasm and uses good thinking skills | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 5. Student displays integrity and honesty | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 6. Student responds well to supervision and constructive criticism | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 7. Student works productively in teams, whether formally or informally | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 8. Student completes tasks accurately and timely | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9. Student uses technology when applicable to enhance productivity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10. Student communicates clearly, effectively and with purpose | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Total: ____/100

Opportunities for Improvement:

Areas of outstanding performance:

Work Site Supervisor Signature

Date

Fall/Spring internships

1st NINE WEEK Check-In: Goal 40 Contact Hours by Week 9

	TIME SHEET		Notes
	Weekly	Total	
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Training Plan (due Week 1)			
Submit Project Proposal (due at 40 hours)			
Site Supervisor Evaluation (due within in one week of internship completion)			

2nd NINE WEEK Check-In: Goal 80 Contact Hours by Week 17

	TIME SHEET		Notes
	Weekly	Total	
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Week 16			
Week 17			
Week 18			
Thank you letter/envelope/stamp (due upon completion of your internship)			
Student Evaluation (due upon completion of your internship)			
Site Supervisor Evaluation (due one week before the end of the internship)			

Project

Project (due week 15)	Feedback:
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POLICY for Summer internships

Summer Intern BI-WEEKLY Check-Ins: 80 Contact Hours TOTAL

*** 40 hours by week 4/5 suggested based on time line provided from the WBL Coordinator**

	TIME SHEET		Notes
	Weekly	Total	
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9 (if needed)			
Training Plan (due within the first week)			
Submit Project Proposal (due at 40 hours of your internship)			
Site Supervisor Evaluation (due one week before the end of the internship)			
Thank you letter/envelope/stamp (due one week before the end of the internship)			
Student Evaluation (due based on the schedule provided by the WBL)			

Project

Project (due week 15)	Feedback:
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