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Internship Program Fast Facts

Program Overview:

Would your company or organization like to get connected to the up-and-coming bright minds of the future workforce? The students at Kearney High School's Internship Program are qualified, motivated young people who have expressed interest in learning more about your career field. We are looking for companies and organizations who would like to host an intern and make a difference in a young life. Students in the fall 2021 session will be available August 30-December 10, but if there is a need for a longer period, that can be discussed as needed. Internships are typically unpaid, though paid internships are always welcome.

Intern Placement Details:

- _____ Internship Start Date: _____ / Internship End Date: _____
- _____ Intern Availability: Hours will be discussed on an individual basis.
- _____ Intern Weekly Hours: Ideally, interns will work 10-15 hours per week
- _____ Transportation: Students provide.
- _____ Liability: Workers' Compensation covered by school district for all unpaid internships
- _____ Evaluation: Interns monitored weekly by business instructor, evaluated by site internship supervisor

Steps to Host an Intern:

- (1) Find more info about the Internship Program at <https://sites.google.com/ksdr1.net/realworldlearning/home>
- (2) Contact Career Readiness Coordinator, **Stacy Holtzclaw**, to express interest in hosting an intern
- (3) Fill out and return the online **Intern Request Form** (form found on webpage above). You will be contacted shortly after with names and resumes of potential interns.

For further details or questions, please contact Stacy Holtzclaw, Career Readiness Coordinator at holtzclaws@ksdr1.net

Objectives for Internships

1. To reinforce academic skills.
2. To provide basic background instruction to help interns prepare for business/industry occupations and related professions.
3. To facilitate the transition between school and employment.
4. To provide training stations for interns to practice skills and attitudes learned in the classroom.
5. To provide interns with practical experiences that will help make their classroom instruction more meaningful.
6. To provide an opportunity, through the use of local business, for interns to acquire skills and knowledge that are best developed on the job.
7. To provide opportunities for interns to make social adjustments and to develop the ability to work cooperatively with co-workers and supervisors.
8. To emphasize to interns the importance of being able to follow directions, pay attention to details, and accept supervision.
9. To foster an understanding in interns of the benefits and responsibilities of gainful employment.
10. To provide interns with the ability to keep up with the changing world of work by putting emphasis on problem-solving, thinking, and decision-making.
11. To provide interns with instruction in business skills, principles, and concepts that will lead to success on the job.
12. To counsel interns who want to continue training beyond high school.
13. To point out to interns that constant educational growth is necessary for successful employment and good citizenship.
14. To graduate well-trained, experienced workers

Kearney Internship Program Responsibilities

Student Intern Responsibilities

- Contribute real work to internship site.
- Take on a project for the internship site.
- Meet regularly with supervisor to report on progress and to receive feedback.
- Reflect on internship work and learning in weekly journal writings.
- Complete weekly Google Form timecards signed by supervisor and then submit to instructor.
- Call internship supervisor and instructor if he/she is going to be absent or late.
- Complete a final Google Slides presentation
- Present about internship experience during Internship Project Panel.

Supervisor Responsibilities

- Train students for site-specific duties.
- Schedule regular times to meet with the student to give him/her feedback.
- Meet, call, or e-mail with the student's instructor to discuss their work as needed.
- Confirm weekly timecards through email.
- Contact instructor if student is absent.
- Complete official evaluation of intern.
- Provide student with letter of completion and/or recommendation upon conclusion of internship.

Kearney Intern Instructor Responsibilities

- Prepare students for internship.
- Collect weekly Google Form time cards.
- Monitor intern attendance and behavior.
- Communicate weekly with intern supervisors via phone or email.
- Supervisor class discussion of internship progress.
- Do on-site intern observation visitations.
- Assign student a semester grade based on their internship participation.

Types of Internships: Unpaid Internship

1. Student is **not** paid.
2. Work Permits are not required.
3. Worker's Compensation Insurance is covered by KSD.
4. Minimum/Maximum hours per week – standards vary from instructor and course catalog.
However, a minimum of 60 total hours is required for summer internship recognition.
5. Supervision Visitations – teacher must visit intern once every three weeks at the training site.
6. Forms Required – six forms are required:
 - A. Training Agreement (CC)
 - B. Intern Participation Agreement/ Emergency Information Form
 - C. Individualized Training Plan
 - D. Record of Supervision Visits
 - E. Google Form Time Sheets
 - F. Worksite Experience Evaluation

Types of Internships: Paid Internship

1. Student is paid.
2. Work Permits are required (if under 18 years of age). If the student will be an employee of the District they must complete a *new hire packet* which can be obtained from the Human Resource Department. The packet includes:
 - A. Classified Employment Application
 - B. Oath of Allegiance form
 - C. W-4 / DE 4 Employee's Withholding Allowance form
 - D. Employee Identification Form
 - E. Form I-9, Employment Eligibility Verification form Drug-Free Workplace form
 - F. copy of the student's social security card and a copy of the student's photo ID.
3. Worker's Compensation Insurance – covered by the employer.
4. Minimum/Maximum hours per week – over 18 years of age no restrictions but under 18 years of age, see work permit form.
5. A minimum of 60 total hours is required at a worksite for summer internship recognition.
6. Supervision Visitations – teacher must visit intern once every three weeks at the training site.
7. Forms Required – six to seven forms are required:
 - A. Training Agreement (CVE)
 - B. Intern Participation Agreement/Emergency Information Form
 - C. Individualized Training Plan
 - D. Record of Supervision Visits
 - E. Worksite Experience Evaluation
 - F. Work Permit (if under 18 years of age)
 - G. Google Form Time Sheets

INTERN PARTICIPATION AGREEMENT

The objective of the Kearney Internship Program is to contribute to your vocational training by providing opportunities for you to participate in an actual job setting related to your career choice. Because students will be actively involved in the business community and actually training in a business environment, participants must comply with the standards and policies set by the participating employers:

Participation Requirements

- Professional dress is essential at a worksite. This will be discussed with the individual business partner before the start date.
- Absences must be cleared by your school attendance coordinator. Excessive absences will result in dismissal from this program.

Training Station Standards

- Follow company dress code policy..
- Tardies and absences are not consistent with a professional attitude.
- You must work for the full time assigned, even if you arrive late.
- Schedule appointments and school activities outside of internship and class time.
- Call the training stations as well as the classroom prior to being absent.
- Return to the classroom as scheduled for related instruction. Missing more than three related classes may result in failing the class and losing your non-paid or paid internship.
- Notify your instructor if you are offered a paid position so arrangements can be made (e.g., work permit).

Positive public relations are required of all interns. Clear communications and understanding will help the year run smoothly. Enjoy, learn, and have a good year!

Emergency Information

Who to contact in case of emergency _____ Phone (____) _____
Name Relationship

Permission to call: If my child needs emergency medical attention and I cannot be reached, I give KSD and the attending site supervisor authority to call:

Our family doctor _____ Phone (____) _____ [] Yes [] No
and/or ROP designated emergency clinic/hospital [] Yes [] No

Please list any special medical instruction (e.g., allergies, vision, seizures, limited physical activity, or other pertinent information). _____

By signing below, the student (or parent/guardian if student is under 18 years of age) certifies that the student meets all of the following qualifications:

- Is at least 16 years of age, except a student with exceptional needs;
- Is a full time student
- Has parent or guardian approval, if under 18 years of age;
- Is currently enrolled in the related classroom portion of the program.

I (we) have read, discussed, understand, and agree with the expectations set by the instructor.

Student Signature

Date

Parent/Guardian Signature

Date

Occupational Competencies List for Internship Course

DIRECTIONS: Below is a list of competencies that can be applied to “the real world” of business. These were taught in the business classes as part of the Internship Program curriculum. Select 5-10 of the competencies below that interns will practice as part of the Internship and use them to complete the Individualized Training Plan.

Communication & Marketing

- Acquire and accurately use industry specific terminology and protocols for communicating effectively in oral, written, and multimedia formats.
- Demonstrate elements of written and electronic communication: accurate spelling, grammar, & format.
- Communicate information and ideas effectively to multiple audiences using a variety of media formats.
- Advocate and practice safe, legal, and responsible use of digital media information and communications technologies.
- Apply high-quality techniques to product or presentation design and development.
- Construct a Marketing Plan.

Ethics & Responsibility

- Initiate, and participate in, a range of collaborations demonstrating behaviors that reflect personal and professional responsibility, flexibility, and respect in the Business and Finance sector workplace environment and community settings.
- Understand the need to adapt to changing and varied roles and responsibilities.
- Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession.
- Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions when possible, consistent with applicable laws, regulations, and organizational norms.
- Demonstrate ethical and legal practices consistent with Business and Finance sector workplace standards.
- Explain the importance of personal integrity, confidentiality, and ethical behavior in the workplace.
- Analyze organizational culture and practices within the workplace environment.
- Adhere to copyright and intellectual property laws and regulations, and use and appropriately cite proprietary information.
- Conform to rules and regulations regarding sharing of confidential information.

Finance

- Create and use budgets to guide financial decision making.
- Interpret financial formulas commonly found in financial institutions to aid in the growth and stability of financial services (interest, use equations & graphs to summarize financial data).
- Interpret financial data, analyze results, and make sound business decisions to promote a financially healthy business.
- Apply economic concepts as they relate to financial services.
- Evaluate the variety, nature, and diversity of investment vehicles and the elements that contribute to financial growth and success.
- Interpret financial data, analyze results, and make sensible business decisions to promote a financially reliable business.
- Evaluate the variety, nature, and diversity of investment vehicles and the elements that contribute to financial growth and success.
- Develop a system for keeping and using financial records and a personal financial plan to manage cash flow and maintain creditworthiness (ie, Excel or Spreadsheets).
- Analyze financial data in order to make short-term and long-term decisions.

Occupational Competencies List for Internship Course

Organization & Time Management

- Determine Specific, Measurable, Achievable, Realistic and Time-bound (SMART) goals for a specific project.
- Practice time management and efficiency to fulfill responsibilities.
- Plan, organize, secure, and manage resources of a project to achieve specific goals.
- Investigate the functions and techniques of management and organizational structure and distinguish between small and large companies.
- Apply economic concepts as they relate to business.
- Explain the importance of risk management and regulatory compliance in business (Prioritize risks, insurance, taxes).

Problem Solving

- Conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the Business and Finance sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques.
- Identify and ask significant questions that clarify various points of view to solve problems.
- Solve predictable and unpredictable work-related problems using various types of reasoning (inductive, deductive) as appropriate.
- Use systems thinking to analyze how various components interact with each other to produce outcomes in a complex work environment.
- Interpret information and draw conclusions, based on the best analysis, to make informed decisions.

Technical & Computer

- Apply essential technical knowledge and skills including proper use of computers and programs to accomplish tasks.
- Use existing and emerging technology to investigate, research, and produce products and services, including new information, as required in the Business and Finance sector workplace environment.
- Use electronic reference materials to gather information and produce products and services.
- Employ Web-based communications responsibly and effectively to explore complex systems and issues.
- Use information and communication technologies to synthesize, summarize, compare, and contrast information from multiple sources.
- Utilize information and technology tools to conduct business effectively and efficiently.

Teamwork & Leadership

- Explain the importance of accountability and responsibility in fulfilling personal, community, and workplace roles.
- Identify the characteristics of successful teams, including leadership, cooperation, collaboration, and effective decision-making skills as applied in groups and teams.
- Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace setting.
- Integrate the techniques and strategies used to foster positive, ongoing relationships with customers, suppliers, investors, and community.
- Explain how professional associations and organizations and associated leadership development and competitive career development activities enhance academic preparation, promote career choices, and contribute to employment opportunities.
- Respect individual and cultural differences and recognize the importance of diversity in the workplace.
- Participate in interactive teamwork to solve real Business and Finance sector issues and problems.

Internship Program - How Interns Will Be Graded

For the duration of the Internship Program, students will be graded in three major areas:

(1) Collected Assignments, (2) Attendance, and (3) Behavior On-Site.

1. Collected Assignments:

Assignment	Points	Due Date
<input type="checkbox"/> Internship Survey (Google Form)		
<input type="checkbox"/> Intern Participation Agreement Form (with emergency info, signed by parent)		
<input type="checkbox"/> Weekly Internship Time Card Sheet <i>Confirmed by host</i> (always due Fridays)		
<input type="checkbox"/> Journal Reflections on Internship Experience		
<input type="checkbox"/> Oral/Google Presentation on Internship		
<input type="checkbox"/> Supervisor Evaluation (completed, signed by supervisor)		
<input type="checkbox"/> Copy of Thank-You Letter to Internship Supervisor		
<input type="checkbox"/> Professional documents (resume, etc.)		
<input type="checkbox"/> *Copy of Supervisor Letter of Reference (not required)		

2. Attendance:

Attendance at internships is MANDATORY. You will attend internships every day that you are scheduled to work. If an emergency comes up and you cannot attend, you *must* contact your supervisor at least 2 hours in advance and you must notify your instructor. You will be marked down for every absence, regardless of the reason for the absence.

If you attend every day on time, you will receive the full points per day. If you miss a day, or are late, even if you call in ahead of time, you will be deducted points accordingly. (Note: If you miss a day or are late *without* calling ahead, see Internship Contract for consequences!)

3. Behavior On-Site:

You are expected to be respectful and professional at your internship at all times. You will receive a grade on your behavior based on your supervisor's evaluations of you. The following behaviors will not be tolerated and will cause you to lose points and possibly your internship: *back-talking, complaining, not following directions, being off-task, talking on your cell phone or texting, dressing inappropriately, using foul language, bringing personal drama into the workplace, and acting immaturely*. Your supervisor will be giving you **two** formal evaluations, but they have been told to call in to comment on your behavior and attendance *at any time*. At the end of your internship, you may also ask your supervisor for a formal Reference Letter, but only if you know you have done an outstanding job at your site!

Host Signature

Date

Intern Signature

Date

WORKSITE EXPERIENCE EVALUATION

Student Name: _____

Internship Location: _____

	Exceeds Expectations	Meets Expectations	Needs Improvement	Does not Apply
1. Works both independently and collaboratively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Attends internship on a regular basis and telephones prior to absence due to illness or emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Arrives to work on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Dresses and is groomed appropriately for the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Communicates with customers, employees, business contacts and management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Performs reliably and responsibly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Serves customers, and works well with diverse populations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Performs the essential tasks related to this occupational area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Uses math accurately as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Practices good safety procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Solves problems, thinks critically and makes good decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Plans work and takes initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Demonstrates ability to manage resources well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Demonstrates leadership and willingness to help and train others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Acquires, evaluates and interprets data appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Works well as a team member within the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Selects equipment, applies technology to specific tasks, and maintains/troubleshoots equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Demonstrates poise and confidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Demonstrates a positive attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Produces quality work consistent with assigned objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Evaluator's Signature _____ Date _____

Internship Supervisor Reference Letter Example Format

At the end of the internship program, interns who feel they have performed admirably will request a letter of reference from their intern supervisors. See below for the recommended letter format:

[Please type recommendation letter on official company letterhead.]

Dear Sir or Madam:

The **first paragraph** of this reference letter template explains the connection to the student you are recommending, including: how you know them, why you are qualified to write a reference letter to comment on their character, and a description of the internship relationship you had with them. *Example first paragraph beginning: "I have had the great pleasure of employing [student name] as a student intern here at [name of worksite] for the last several months. As a volunteer community Internship Supervisor in Kearney High School's Academy of Business & Technology Internship Program, I have regularly observed [student] as they have learned the duties of [intern's job description]..."*

The **second paragraph** of this reference letter template contains information on the student's **transferable skills** (qualities that employers value) that you have observed in your student during the course of the internship. Here you could discuss two or three skills that you have noticed your student excel in. In discussing those skills, support statements with examples of how he or she demonstrated those attributes either in your presence or in activities/projects where you saw positive results. Be as concrete and detailed as possible. *Example second paragraph beginning: "[Student] is not only an excellent communicator, but also possesses a remarkable ability to navigate through complicated spreadsheets and databases..."*

The **third paragraph** of this reference letter template contains information on the **character** of the student you are writing about. Choose two to three specific qualities that you observed in your student. In discussing those qualities, support statements with examples of how he or she demonstrated those attributes either in your presence or in activities you know they have been involved in (consult their resume). Be as concrete and detailed as possible. *Example third paragraph beginning: "During the course of his/her internship, I have found [student] to be energetic, honest, and future-driven..."*

The **concluding paragraph** of this reference letter template contains an offer to provide more information. Include a phone number within the paragraph, and end with a positive remark about student's prospects.

Sincerely,

Supervisor Signature

Supervisor Name Typed

Supervisor's Title

Internship Final Presentation Assignment Outline

EVALUATION OF INTERNSHIP (Google Slides, Canva, etc) BASED ON THE FOLLOWING SLIDES/AREAS:

Slide 1: Brief History of organization

What do they do? How did it get started & grow to where it is today?

Slide 2: Company info

How many employees?

What different jobs are there? (give examples)

What education level is needed at the different jobs? (give examples)

Slide 3: How does it make money? (even non-profits have to have \$ come in to survive)

Slide 4: Technology

Does technology affect services/products to customers?

Is there a website?

What is it used for?

Is it effective?

Slide 5: What is the best thing about the organization (not your internship)?

Slide 6: Identify 1 area it could improve.

Slides 7-10+ : MY INTERNSHIP EXPERIENCE – this is your chance to show off (even if you don't think what you did was "exciting" then focus on how it benefited the company)

*Typical day at internship/what did I do

*3 Things I learned from this experience (could be specific skills, general transferable skills like teamwork etc, or more specifically something you learned about yourself)

*Best thing about your internship

Internship Program - Supervisor Feedback Form

Thank you for your outstanding participation in our Internship Program. You've provided a first-rate learning experience for our students. Please take a moment to give us your valuable feedback.

Internship Supervisor Contact Name: _____

Company/ Organization: _____

1. Name(s) of student intern(s): _____

2. Did your intern(s) act in a mature, responsible manner while on-site? Please explain.

3. Did your intern(s) have good attendance and follow through on their expected daily duties? Please explain.

4. What skills or situations required on the job did you find your intern was prepared for?

5. What skills or situations required on the job did you find your intern was *unprepared* for?

6. Was participating in the Internship Program an overall positive experience for you? Why or why not?

7. Please comment on the quality of communication you had with the Intern Coordinator & Instructor.

8. Please comment on anything else you feel would improve the Internship Program in future years.

9. Would you like us to contact you next year to possibly place future interns? • Yes • No