

**Park City High School
CTE Internship Course (2020/2021)
Proof of Internship Letter**



Adrienne Woolley, Internship Coordinator
Park City High School
1750 Kearns Blvd
Park City, UT 84060
awoolley@pcschools.us

Dear Ms. Woolley:

I certify that _____ has accepted an internship position at our organization from _____ to _____. The internship location will take place at the following address:

The intern has agreed to report to this location according to the following schedule:

_____.

This is _____ (paid/unpaid) internship.

The goals of the internship will be to:

The Student Intern will be utilizing the following equipment at the internship location:

Workplace Prerequisites (if applicable):

I have received a copy of Park City School District's policy (code 9012) on Work-Based Learning Programs and agrees to our role and responsibilities as the "Cooperating Employer." I acknowledge that incidents of injury, discrimination, or lack of student attendance must be reported to the Internship Coordinator at Park City High School.

Sincerely,

Book Policy Book

Section SECTION 09-INSTRUCTION

Title Work-Based Learning Programs

Code 9021

Status Active

Adopted March 18, 2014

WORK-BASED LEARNING PROGRAMS

I. Board Policy

The Board of Education wishes to encourage work-based learning programs that involve students acting as an intern or apprentice at off-campus sites or on-campus simulations within guidelines to ensure appropriate standards for these experiences.

II. Definition

1. Careful Supervision

Providing training safeguards and workplace supervision

2. Cooperative Education

A. "introductory Cooperative Education" means a structured method of instruction in basic work place learning. It is designed as a beginning work experience where high school students practice basic skills of appropriate employer/employee relations, team work, customer service, and work assignments responsibilities. The work assignment does not necessarily relate to the student's career goal or academic preparation and school credit is limited to one semester and one period. It is a paid experience and the training student is referred to as a basic trainee.

B. "Advanced Cooperative Education" means a structured method of instruction whereby students coordinate their high school studies with a job in a field related to their academic and occupational preparation and goals. It is a paid experience and the training student is referred to as a career trainee.

3. Career Internship

A structured method of instruction whereby students train with an employer for an occupation relative to their occupational interest, academic preparation and career goal. An employer site mentor supervises the student intern in workplace activities. Activities may include learning a variety of skills related to different job stations/levels within an occupation, participation in a company special project or learning advanced skills to a specific single occupation. It is an unpaid experience and the training student is referred to as a career intern.

4. School-to-Registered Apprenticeship

(A federal program, operated through the K-16 Alliance) means a structured method of instruction whereby a student age 16 or older participated as an apprentice in a specific occupation training program through a sponsoring employer. Upon successful completion of the training and of the prior identified

classroom course work, a student is awarded nationally recognized journeyman status in that specific occupation. It is a paid experience and the training student is referred to as an apprentice.

5. Job Shadowing

An opportunity for a student to follow an employee at a company for part(s) of one or more days to learn about a particular occupation or job assignment. It is recommended for middle school and early high school students as part of career exploration activities. It may be implemented in context with a particular course of study. Generally, this is an unpaid experience.

6. Service-Based Learning

A method of instruction which combines community service with a structured school-based opportunity emphasizing the connections between service experiences and academic learning. A student participating in service-based learning program is referred to as a service intern.

7. Work-Based Learning

Activities that involve actual work experience or connect classroom learning to workplace learning.

8. School-Based Enterprise

A business set up on a school site and run by supervised students. Students learn to apply "practical" skills in the production of goods or services for sale or use by others.

8. Career and College Readiness(CCR)

A primary strategy for recognizing student accomplishments and strengths and for planning, monitoring, and managing education and career development in 7-12 grades. This is achieved through an ongoing partnership involving students, parents, school counselors, and other school personnel.

9. Work Site or Workplace

The actual location where employment/training occurs for a particular occupation(s), or an environment that simulates all aspects/elements of that employment, for instant school-based enterprises.

10. Parent(s)

Is the person(s) who has legal guardianship responsibilities for the student.

III. **Student Eligibility**

For work-based learning activities, except possibly job shadowing and introductory cooperative education, the College and Career Readiness (CCR) is used as a qualifying indicator for students to participate in a Work Based Learning experience. The CCR indicates a student's occupational interest and classroom preparation for a community site training experience in a selected career field. From the CCR information, students are matched with cooperating employers who provide at their business sites, career training experiences for the students. Eligible students participate on a "space available" basis.

IV. **Student Records**

The following documents must be completed and on file at the school for students participating in Work Based Learning (exceptions may apply to students participating in job-shadowing):

CCR

Student Application

Documentation of SCANS and/or Critical Workplace Skills

Curricula

Student Job Activities Grid and Work Site

Assessment/Evaluation

Training Agreement Between Student, Parent(s), Employer, and
Education Institution
Student Work Record
Student Evaluation

V. Training for Students, Student Supervisors, and Cooperating Employers Regarding Health Hazards and Safety Procedures in the Workplace

- A. Students will be informed of safety and health hazards in the workplace prior to the student leaving the school. Students will not be placed in training sites, except under “careful supervision” and in accordance with federal child labor laws.
- B. Employers will assure a safe work environment and will discuss all safety issues or concerns with the education supervisor during a review of the work site and prior to the student work-based learning experience.
- C. Employers will be required to receive training relevant to the Work-Based Learning experience which will be provided through a K-16 Alliance.

VI. Standards and Procedures for Approval of Off-Campus Work Sites

- A. Work-site experiences may be provided through a cooperating employer in the public sector, private sector, through service learning or school-based enterprises.
- B. Work-Based Learning may be paid or unpaid. Paid and unpaid experiences will follow guidelines outlined in the document. “Fair Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act, US Department of Labor, WH-1330, revised August 1900.”

The School-to-Registered Apprenticeship program is operated regionally through the Career and Technology Education Coordinating Committee. Student training follows federal Bureau of Apprenticeship and Training guidelines.

Adhering to the intent of the U.S. Department of Labor document, “Employment Relationship Under the Fair Labor Standards Act, WH Publication 1297, (Reprinted August 1985), an unpaid intern may not: (a) displace a regular employee, (b) fill a vacancy that a new hire would normally fill, (c) be given exclusive duties to the disadvantage of a regular employee that would normally be assigned those duties, nor (d)

- perform services that clearly bring profit to the business.
- C. Employers will assume responsibility for meaningful training.
- D. Employers will assure a safe work environment and will discuss all safety issues or concerns with the education supervisor during a review of the work site and prior to the student work-based learning experience.
- E. Employers will be required to receive training relevant to the Work-Based Learning experience which will be provided through a K-16 Alliance.

VII. Student Transportation

- A. Students participating in school organized career awareness field trips are transported by school district approved carriers.
- B. For those students participating in Work-Based Learning programs (except as noted in VII (A)), it is the parents’ responsibility to transport students to and from the work site.

VIII. Appropriate Supervision by Employers at the Work Site

The cooperating employer/supervisor will:

- A. Provide “careful supervision” at the work site for student training,
- B. Assume responsibility for meaningful training,
- C. Communicate on a regular basis with the education supervisor,
- D. Consult the program coordinator/teacher regarding problems related to the work experience; if immediate action is not critical, contact the program coordinator/teacher before considering a student’s (1) suspension from an assigned work site, or (2) transfer to another work site, or (3) termination.
- E. Record attendance and performance of the student trainees’,
- F. Meet with school personnel to provide evaluation of trainees’ work,
- G. Conform to state and federal labor laws,
- H. Have workers’ compensation under which a trainee is covered (if paid experience).

IX. Insurance Coverage

- A. For paid work employment, work injuries and occupational disease insurance benefits are covered by the employer’s workers’ compensation.
- B. For unpaid work experiences, work injuries and occupational disease insurance benefits are covered by the local educational agency’s workers’ compensation as specified by Utah SB 28. The determination of additional insurance coverage for the student is the parents’ responsibility.

X. Appropriate Supervision and Evaluation of the Student by the Local Education Agency The education supervisor will:

- A. Approve the cooperating employer work site and training,
- B. Inform students of safety and health hazards in the workplace prior to the student leaving the school,
- C. Assure “careful supervision” of the student at the training site,
- D. Coordinate with the employer on student training and evaluation.

XI. Appropriate Involvement and Approval by the Student’s Parent(s) in the Work-Based Learning Program

The parent(s) will:

- A. Partner with the school, school counselor, school personnel, student, by participating in the CCR process,
- B. Support the student’s participation in the Work-Based Learning program,
- C. Determine the method of transporting students to and from the work site,
- D. Assume responsibility for the student’s released time from school.