Career and Technical Education Work Based Learning Internship Program

**HANDBOOK**

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**INTRODUCTION**

Hosting an internship can be a wonderful experience for all individuals involved. A successful internship can provide students with an unparalleled opportunity to apply their classroom knowledge to the workplace. Internships also provide organizations with high-achieving workers who can bring in a fresh perspective and ideas.

For an internship to be successful, both the work site employer and the student-intern must understand how an internship differs from a job, and both must commit to working together to make the most of the opportunity.

**INTERNSHIP BENEFITS**

### For Employers

* Gain enthusiastic and motivated workers
* Receive assistance with special projects
* Gain a fresh perspective on current projects and procedures
* Develop supervisory skills of staff
* Access students with special skills and knowledge
* Train new professionals in your field
* Develop your own pool of potential employees

### For Students

* “Test-drive” a career choice
* Develop specific skills and knowledge related to a career
* Develop a network of other professionals
* Learn directly from experienced professionals
* Gain experience in a real-world situation, including interviewing, working with others, communication skills, and culture of various work environments.

**DIFFERENCES BETWEEN AN INTERNSHIP AND A JOB**

The National Society for Experiential Education defines an internship as “a carefully monitored work or volunteer experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience.”

The key phrases in this definition are “carefully monitored,” “intentional learning goals,” and “reflects actively.” In a typical entry-level job, an employee receives training to perform the tasks necessary for the position, and then the employee is expected to carry out the duties as assigned, preferably with little supervision.

In an internship, however, interns bring “intentional learning goals” that support their academic and career interest. In some cases, as the work site employer, you will be asked to assist the intern in developing these goals. This ensures that the goals are reasonable and also indicates your commitment to helping the intern achieve these goals during the internship.

Before committing to an internship program, work site employers should ask themselves:

1. Can I provide a meaningful experience that helps students explore career choices?
2. How will the intern be compensated? (An hourly wage, Letters of recommendation, contact opportunities, job shadowing, etc.)
3. Who will supervise the intern? This person must be available on a regular basis.
4. Can I provide a system for new employee training/orientation?
5. Will I be able to provide ongoing training and advisement?
6. Will I have the time to document intern hours and evaluate/reflect on their progress?

**STUDENT APPLICATION FORM**

CTE Work Based Learning Internship Programs provide a structured work-based experience for qualified seniors. Job placement assistance will be provided by the CTE Internship Coordinator if the student shows a need in finding placement. Priority will be given to students who have successfully completed Career and Technical Education courses.

Student’s Name: Student #:

Address: City: Zip:

Date of Birth: / / Age: Email Address:

Home Phone: ( ) - Other Phone: ( ) - Drivers License: Yes No

Parent’s or Guardian’s Name: Parent’s Work Phone: ( ) -

Skills or Training (can include skills you have used in classes, in your home or in a paying job):

Work History (Where have you been employed in the past?) (paid or unpaid):

Why did you leave the above place (places) of employment:

Why do you want to be in the CTE Work Based Learning Internship program?

Ideally, what type of work would you like to do? For example, work in a Department Store or Doctors Office, be sure your skills match your choice.

Specific business for which you would like to work (Names of stores, companies, offices, etc.)

What are your goals for your senior year?

Do you plan on attending college? If so, where?

Describe any physical limitations that might affect your work.

Can you provide your own transportation?

Portion below this line is to be completed by the student **AND** the guidance counselor

Current GPA: Cumulative GPA: # of absences this year:

# of suspensions: # of tardies: I am on track to graduate: YES NO

Please list the required courses you must take next school year in order to graduate:

Guidance Counselor Signature: Date:

**STATEMENT OF RESPONSIBILITY**

**PARENTS:** I agree to follow the policy and procedures of the work based learning internship program and will do my part in assisting my son/daughter to fulfill obligations to the program including regularity of attendance and maintaining a satisfactory scholastic standing. I realize that my child will be leaving the school campus before the end of the regular school day to report to his/her place of employment for job training. I shall urge my child to exercise extreme caution in getting to work. I will NOT hold (DISTRICT NAME HERE) Unified School District, school employees, district administration, or the school board responsible for any accident, should it occur, that might involve my child on his/her way to work.

**STUDENT**: I have discussed the program with my parent(s)/guardian(s) and agree to follow the policy and procedures of the work based learning internship program.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature |  | Parent Signature | Date |
| Administrative approval: YES NO |  |  Administrator Signature |  Date |

The above student is applying for the CTE Internship Program. If chosen, he/she will represent the school in the workforce by working a part time job related to a program area. I am asking for your assistance in assessing this student’s ability to benefit from this program and be successful in a work environment.

Please be absolutely honest in assessing this candidate. Keep your evaluation confidential. DO NOT return it to the student. Put it in the CTE Internship Coordinator’s mailbox listed below as soon as you get it completed. If you have any questions or concerns, feel free to contact the teacher. Thank you.

Please circle the number that best describes this student for each category.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Characteristic** | **Always** | **Usually** | **Sometimes** | **Seldom** | **Never** |
| Has a positive attitude | 5 | 4 | 3 | 2 | 1 |
| Is on time and reliable | 5 | 4 | 3 | 2 | 1 |
| Shows skill and accuracy in work | 5 | 4 | 3 | 2 | 1 |
| Follows rules and directions well | 5 | 4 | 3 | 2 | 1 |
| Sticks to job through difficulty | 5 | 4 | 3 | 2 | 1 |
| Respectful | 5 | 4 | 3 | 2 | 1 |
| Attentive in class | 5 | 4 | 3 | 2 | 1 |
| Organized | 5 | 4 | 3 | 2 | 1 |
| Able to work well with others | 5 | 4 | 3 | 2 | 1 |
| Polite to peers and teachers | 5 | 4 | 3 | 2 | 1 |
| Has a clean, neat appearance | 5 | 4 | 3 | 2 | 1 |
| Accepts criticism well | 5 | 4 | 3 | 2 | 1 |
| Has a desire to improve self | 5 | 4 | 3 | 2 | 1 |
| Attends class regularly | 5 | 4 | 3 | 2 | 1 |
| Would you hire this person? | Yes | No |  |  |  |

Completed by: How do you know this student:

### Return to my mailbox:

Additional comments:

**TEACHER/SUPERVISOR RECOMMENDATION 2**

Student Name:

The above student is applying for the CTE Internship Program. If chosen, he/she will represent the school in the workforce by working a part time job related to a program area. I am asking for your assistance in assessing this student’s ability to benefit from this program and be successful in a work environment.

Please be absolutely honest in assessing this candidate. Keep your evaluation confidential. DO NOT return it to the student. Put it in the CTE Internship Coordinator’s mailbox listed below as soon as you get it completed. If you have any questions or concerns, feel free to contact the teacher. Thank you.

Please circle the number that best describes this student for each category.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Characteristic** | **Always** | **Usually** | **Sometimes** | **Seldom** | **Never** |
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| Shows skill and accuracy in work | 5 | 4 | 3 | 2 | 1 |
| Follows rules and directions well | 5 | 4 | 3 | 2 | 1 |
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| Polite to peers and teachers | 5 | 4 | 3 | 2 | 1 |
| Has a clean, neat appearance | 5 | 4 | 3 | 2 | 1 |
| Accepts criticism well | 5 | 4 | 3 | 2 | 1 |
| Has a desire to improve self | 5 | 4 | 3 | 2 | 1 |
| Attends class regularly | 5 | 4 | 3 | 2 | 1 |
| Would you hire this person? | Yes | No |  |  |  |

Completed by: How do you know this student:

### Return to my mailbox:

Additional comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT COMMITMENT CONTRACT**

Student’s Name (please print): ID #:

High School: School Year: 20

In the (DISTRICT NAME HERE) Unified School District Work Based Learning Internship Program, the student, the school, and the employer work together to help the student develop strong work ethics and employability skills. For the Work Based Learning Internship program to be fully effective, it is mandatory that certain rules and regulations be followed. The students and parent/guardian must agree to fulfill the following responsibilities.

1. The student will be prompt and accurate in completing all forms and reports for the school, the coordinator, and the employer.
2. The student is not guaranteed nor assigned to a job. The coordinator will strongly encourage job that aligns with the student’s concentration of program course work, and then it is up to the employer and the student to discuss requirements and other responsibilities of the job.
3. If the student is not employed by the beginning of the school year, the student will be required to make a minimum of five job contacts per week and meet with the coordinator for job assistance until employed. If not employed by August 14 then the student will be dropped from the program.
4. The student must work a minimum of 120 hours per semester (240 hours per school year) in order to earn the credit for the class. An hour and wage report must be filled out by the student, signed by the employer, and turned into the coordinator each week to verify the number of hours the student works. If a student is deficient in the number of hours required by the midterm progress report, the instructor has the discretion of giving an incomplete grade; however, the student must have completed all the required hours by the end of the semester.
5. This work-related class is designed to prepare students for successful employment. Therefore, attendance and punctuality are crucial and will affect the student’s overall grade.
6. The student will maintain regular attendance at school and on the job. On any day that the student will be absent from school, he/she will follow the school’s attendance notification policies, as well as telephone his/her coordinator that day. However, if the absence will only be from work, the student should contact their employer in accordance with company policy.
7. The student will not go to work on the day he/she has been absent from school without prior permission from the coordinator.
8. The student, at all times, will keep the coordinator informed of any problems which may confront the student in school and/or on the job.
9. The student will always be honest. Any evidence of dishonesty with money, merchandise, time, or effort that results in dismissal from the job will result in the student being dismissed from the CTE work based learning internship program, with loss of credit.
10. The student may be withdrawn from the CTE work based learning internship program, resulting in loss of credit, if the student gets fired, quits, or leaves the program prior to the end of the school year.

Students Signature: Date: Parent/Guardian Signature: Date: Coordinator’s Signature: Date:

**EMPLOYER, COORDINATOR, STUDENT-INTERN AGREEMENT**

Student: ID #:

School: Program: School Year:

Parent: Telephone: Email:

Employer: Telephone: Email:

Address: City: Zip:

Coordinator: Telephone: Email:

Employer agrees to employ the student, and student agrees to be employed by employer, as a student learner/apprentice to gain workplace knowledge and experience during the School Year. Employer and Student agree that Student will be employed in the following position and earn the following salary:

Position: Hourly pay: Not for Pay:

The internship experience will require a **minimum of 120 hours per semester** and will follow the expectations set forth below:

Expectations of Student:

* Participate in a variety of work-based experiences
* Demonstrate safe and healthy work behaviors
* Demonstrate positive work behaviors
* Demonstrate positive interpersonal behaviors
* Compliance with Student Agreement regarding responsibilities

Understandings of School, Student-Intern, and Employer

1. The status of the student while in orientation shall be that of a student-learner; however once out of orientation, work standards expected of the student will be the same as those expected of other entry level employees.
2. The employer will give the student the opportunity while in orientation to gain experience in various operations.
3. The coordinator and employer will be notified and will assist in the resolution of any problems the student experiences.
4. Employers will be required to evaluate the student-intern and share that evaluation with the coordinator.
5. The coordinator will notify the employer if the student leaves school and therefore the internship program
6. The coordinator shall have authority to withdraw the student if he/she deems it in the best interest of those concerned.
7. The employer has the right to discharge a student because of inefficient and unethical behavior.
8. The parent/guardian consents and is supportive of the involvement of the student in this internship program
9. The student recognized that regular attendance at school and at the job is important. If the student is too ill to attend school, he/she is also too ill to attend work. If the student is absent, he/she must notify both the coordinator and employer.
10. This Employer, Coordinator, Student-intern agreement may be canceled if due notice is given to all parties concerned.
11. The employer shall be responsible for all training/orientation required for that position.
12. The employer is an Equal Opportunity Employer.
13. All parties promise to abide by the terms included in this agreement
14. All work must comply with federal child labor laws for student learners/apprentices, which are described on Appendix A to this agreement. The student will not be permitted to operate equipment that falls within a designated Hazardous Occupation (HO) unless the operation of such equipment has been discussed between Employer, Coordinator, and Student.

**Signatures**:

Student: Parent: Employer:

Coordinator: Date:

**AGREEMENT OF RESPONSIBILITIES**

Student Name: ID #: Sex (circle) M F

Last First Initial

Address:

Street City Zip

Home Phone: Email: Birthdate: High School: Grade: Age: Learning Worksite (name of business): Learning Worksite address: Job Title:

Cell phone Number: ( ) - Email:

Date:

Student Signature:

**Student Responsibilities**: (Failure to comply with the following may result in termination from the program):

1. To provide your own transportation to and from the job using public transportation in a legally licensed and insured vehicle.
2. To become familiar with and conform to all student employee regulations and policies set forth by the employer or coordinator.
3. To notify the CTE Work Based Learning Internship Coordinator within 24 hours if there is a change of work hours or if termination occurs.
4. To see that the employer receives reports, evaluation, or time cards that are completed and returned to the coordinator on the due dates.
5. Short- and long-term suspension policies will apply to the internship program. If the student is expelled from school, they will be in violation of the contract, and the contract will be terminated.
6. Document 120 work hours for each internship program class (0.5 credit/1 semester)

**Qualifying CTE Class**: **Instructor’s Signature**:

**Parent/Guardian Responsibilities**

1. To assume responsibility for the conduct and safety of the student from the time they leave the school until reporting to work. Likewise, to assume responsibility for the conduct and safety of the student from the time they leave the job until they return to school or home. (DISTRICT NAME HERE)Unified School District assumes no responsibility for student’s travel, conduct, or safety once the student leaves the school grounds.
2. To encourage the student’s active participation, punctuality, attendance, and growth in this program.
3. To support this agreement during the student’s participation in the work-credit program.

Parent/Guardian (print): Signature: Parent/Guardian Address: City/Zip: Parent/Guardian Home Phone: ( ) - Work Phone: ( ) -

**Employer (Learning Worksite Supervisor) Responsibilities:**

1. To comply with state and federal guidelines and regulations regarding health & safety, nondiscrimination, harassment, and work rules with minors.
2. To comply with the nondiscrimination statement listed in the footer of this document.
3. To provide the student employee with the same considerations given a regular beginning employee with regards to safety, health, social security, general work conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
4. Maximum working hours are dependent upon the student’s ability to work and still maintain satisfactory grades.
5. To notify the coordinator of any problems that the student is having on the job when, in the employer’s opinion, the existing situation could be detrimental to the student’s continued employment.
6. To confer with the coordinator regarding the student’s on-the-job performance and to complete and return to the coordinator evaluation forms, timecards, and progress reports for grading the student.
7. To provide an employee orientation within the first week of work, which will included all of the requirements as listed on the following page.

Employer/Supervisor: Signature:

Worksite Phone Number: ( ) - Fax:( ) - Email:

**CTE Work Based Learning Internship Coordinator Responsibilities:**

1. To contact the employer/supervisor at the learning worksite periodically and become acquainted with the immediate job-site supervisor.
2. To become familiar with the nature of the work the student will perform and to assist the student if conflicts arise.
3. To endeavor to resolve any problems that arise from the student’s employment to the mutual satisfaction of all parties concerned.

CTE Internship Coordinator:

Office Phone Number: ( ) - Email:

Date Contract Approved: Credits/Internship Program:

Counselor’s Signature: Date:

Principal (or Designee): Date:

**EMPLOYEE ORIENTATION REQUIREMENTS**

|  |  |
| --- | --- |
| ◻ Student-Intern Evaluation Process | Provide a system for evaluating student intern progress as follows normal company policy for entry-level positions. If there isn’t a current process, work with the CTE Internship Coordinator to acquire evaluation forms and create abi-weekly to monthly process. |
| ◻ Student-Intern Task Communication | Provide a way for the student-intern to be consistently aware of his/her duties. This could be a daily to-do list, a weekly conversation, emails, or some other kind of company process for assigning tasks. |
| ◻ Fair Labor Standards Act | Must adhere to Fair Labor Standards Act, including child labor laws, which are included in Appendix A |
| ◻ New Employee Orientation | Conduct a New Employee Orientation, much as you would with any entry-level employee. This orientation must address the following:* Employment standards for minors
* Employer’s worksite safety and health programs
* Location of first-aid materials
* How to report unsafe conditions and practices
* Use and care of personal protective equipment
* Emergency procedures
* Identification of hazardous materials-procedures
* Sexual harassment and discrimination training including reporting procedures
* Process for calling in sick
* Process for asking questions or asking for help
* On the job expectations
* Professionalism standards (uniform, communication, clients, deadlines, etc.)
 |
| ◻ CTE Internship Coordinator Communication | Immediately bring to the attention of the CTE work based learning Internship Coordinator any behavioral issues that may lead to the eventual termination of the Student-Intern. We want to guide the Student-Intern towards appropriateon-the-job behavior through practice and communication, but not at the expense of the employer’s business. |
| Internship Program Orientation was completed on the following date: Employer/Supervisor Signature: Date: CTE Internship Coordinator: Date:  |

**RELEASE OF LIABILITY ACKNOWLEDGEMENT & AGREEMENT**

Student Name: Age: Address: City: State: Zip: Parent/Guardian Name: Parent/Guardian Phone: Parent/Guardian Email:

Please carefully review the following policies, procedures, acknowledgements, waiver and release, and other points of information set forth below. Students and his/her parents or guardian must read and approve each of the following items as a condition of participation in the CTE Work Based Learning Internship Program.

### Absenteeism Policy

I recognize that in this Internship Program, the school and the job are both important and require regular attendance. I will notify my employer and my teacher if I must be absent. If I attend school, I will be expected to report to my job.

Likewise, if I report for work, I will also attend school. Exceptions may be granted by the internship coordinator. I acknowledge that, upon my first violation, I may be dropped from the program.

Student Signature:

### Driver’s License

I do / do not have a valid Arizona driver’s license. I will not drive a motor vehicle to work unless I have both a valid driver’s license and the state-required minimum levels of liability insurance coverage. I will operate any vehicle according to the laws of Arizona and agree to be financially responsible for any damages, costs or liabilities that result from my operation of a motor vehicle.

Student Signature Driver’s License No. Expiration Date

### Contact with Adults

I acknowledge that the Internship Program occurs off school property and will involve adults who are not employees of (DISTRICT NAME HERE)Unified School District. I acknowledge and accept that my son/daughter may be instructed by or work with a person whose work experience and background have not been investigated by (DISTRICT NAME HERE)Unified School District.

Parent/Guardian Signature:

### Private Transportation Arrangements

While participating in the Work Based Learning Internship Program, the student may need to leave campus before the end of the regular school day in order to attend scheduled work sessions. The student is responsible for finding transportation to and from the work site as no transportation will be provided by (DISTRICT NAME HERE) Unified School District.

We/I give my permission for my student, to:

 Drive his/her private vehicle from the high school

 Drive himself/herself and other interns from the high school

 Ride with other Interns from the high school

I understand that the (DISTRICT NAME HERE)Unified School District and School/District Administration assumes no responsibility when a student travels in a private vehicle.

Parent/Guardian Signature:

**Assumption of Risk and Release of Liability**

I acknowledge that participating in any activity is an acceptance of some risk of injury. An internship experience presents unavoidable risks of physical harm and injury. For example, a student may be injured in a vehicular accident while traveling to or from the job or in a slip and fall accident while performing work duties or attending a field

trip. Other risks may be present that are not apparent or known. I have read and carefully considered the foregoing statement. With the purpose of inducing (DISTRICT NAME HERE)Unified School District’s reliance, I acknowledge and assume the risk of injury to my child and agree that I release and will not seek to hold responsible (DISTRICT NAME HERE)Unified School District, including its officials, employees, and agents, for any claim, loss, damage, or injury to my child while participating in the internship program, including field trips, social activities, transportation and job placement**.**

Parent/Guardian Signature:

### Photo Release Form

In consideration of (DISTRICT NAME HERE)Unified School District agreeing to photograph or interview me and in consideration of the use of the facilities and services provided to me by the (DISTRICT NAME HERE)Unified School District, the undersigned, both individually and on behalf of the undersigned’s children, spouses, heir and legal representatives, does hereby:

1. Consent to the use and release to (DISTRICT NAME HERE)Unified School District the use of my name and my likeness, (Participant) whether in still, motion pictures, or video tape, my photograph and/or other reproduction of me or my property, including my voice and features, with or without my name, for any editorial, promotion, trade business or other purpose whatsoever. (DISTRICT NAME HERE)Unified School District may exercise its rights in any way it sees fit for its productions, for advertising and for other purposes. I intend for (DISTRICT NAME HERE)Unified School District to rely upon this release and understand that it is irrevocable; and
2. Agrees to release, not to sue, and to indemnify and hold harmless (DISTRICT NAME HERE)Unified School District for, from and against any and all injuries, claims, demands, damages, actions, causes of action, suits or judgments of any kind or nature whatsoever (including attorneys’ fees and other costs in the defense of any such claim or suit) brought by myself or on behalf of myself as a result of any loss, damage or injury to any persons or property arising out of or in any way relating to any action, inaction or participation in any video or photographic productions of the (DISTRICT NAME HERE)Unified School District.

*The undersigned further agrees that* (DISTRICT NAME HERE)*Unified School District may use or cause to be used, these items for any and all broadcasts, publications or reproductions, without limitation or reservation or any fee.*

Student Signature Date

Student (Print Name) Date

Parent/Guardian Signature Date

Parent/Guardian (Print Name) Date

**APPENDIX A: Child Labor Laws of the Fair Labor Standards Act Addendum**

The federal Child Labor Laws are authorized by the Fair Labor Standards Act (FLSA) and enforced by the U.S. Department of Labor (DOL). The purpose of these laws is to ensure that “when young people work, the work is safe and does not jeopardize their health, well-being or educational opportunities.” (DISTRICT NAME HERE)Unified School District is committed to the operation of its cooperative education programs in compliance with applicable portions of the Child Labor Laws of the FLSA.

(DISTRICT NAME HERE)Unified School District limits participation in the CTE Internship Program to high school **seniors** who are at least 16 years of age. The Child Labor Laws of the FLSA do not apply to students who are adults, i.e., 18 years of age or older. Accordingly, the following restrictions apply only to internship students who will be 16 years of age at any time during their placement as student learners.

### Prohibited Placements

(DISTRICT NAME HERE)Unified School District will not place any 16-year old internship student into a position that would allow the student to engage in any activity within the definition of one or more of the following Hazardous Occupations (HOs):

|  |  |  |  |
| --- | --- | --- | --- |
| HO1 | Manufacturing and storing of | HO9 | Mining other than coal mining |
|  | explosives | HO11 | Power-driven bakery machines, including |
| HO3 | Coal mining |  | vertical dough or batter mixes |
| HO4 | Occupations in forest firefighting, |  | NOTE: This HO has several specific |
|  | logging, and sawmilling |  | exclusions for types of bakery machines. |
| HO6 | Exposure to radioactive substances | HO13 | Manufacturing bricks, tile, and kindred |
| HO7 | Power-driven hoisting apparatus, |  | products |
|  | including forklifts | HO15 | Wrecking and demolition operations |

(DISTRICT NAME HERE)Unified School District will not place any 16-year old internship student into a position that would allow the student to engage in any activity within the definition of one or more of the following HOs unless the high school’s CTE teacher, the student and his/her parent, and the employer have first reviewed and agreed in writing to comply with the restrictions imposed by the Child Labor Laws for the specific HO and the DOL’s general rule regarding “Exemptions from Certain HOs for Apprentices and Student-Learners.”

|  |  |  |  |
| --- | --- | --- | --- |
| HO2 | Motor vehicle driver or outside helper | HO12 | Power-driven balers, compactors, and |
|  | on a motor vehicle |  | paper processing machines |
| HO5 | Power-driven woodworking machines | HO14 | Power-driven circular saws, band saws, |
| HO8 | Power-driven metal-forming, |  | chain saws, guillotine shears, wood |
|  | punching, and shearing machines |  | chippers, and abrasive cutting discs |
| HO10 | Operating power-driven meat | HO16 | Roofing operations and all work on or |
|  | processing equipment, including meat |  | about a roof |
|  | slicers and other food slicers | HO17 | Excavation operations |

### DOL Rule regarding Exemptions from Certain HOs for Student-Learners

The DOL’s orders regarding HO Nos. 5, 8, 10, 12, 14, 16, and 17 contain exemptions for 16- and 17-year old student-learners provided they are employed under the following conditions:

Student-Learners:

1. the student-learner is enrolled in a course of study and training in a cooperative vocational training program under a recognized state or local educational authority or in a course of study in a substantially similar program conducted by a private school; and
2. such student-learner is employed under a written agreement which provides:
	1. that the work of the student-learner in the occupations declared particularly hazardous shall be incidental to the training,
	2. that such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person,
	3. that safety instruction shall be given by the school and correlated by the employer with on-the-job training, and
	4. that a schedule of organized and progressive work processes to be performed on the job shall have been prepared.

Each such written agreement shall contain the name of the student-learner and shall be signed by the employer and the school coordinator or principal. Copies of each agreement shall be kept on file by both the school and the employer. This exemption for the employment of student-learners may be revoked in any individual situation where it is found that reasonable precautions have not been observed for the safety of minors employed thereunder.

A high school graduate may be employed in an occupation in which training has been completed as provided in this paragraph as a student-learner, even though the youth is not yet 18 years of age.

Although the regulations do not provide definitions of the terms *intermittent* and *short periods of time,* the Wage and Hour Division interprets those terms to mean that an apprentice or student-learner may not be the principal operator of prohibited machinery. He or she must work under the close supervision of a fully qualified and experienced adult, such as a journeyman. Further, the duties assigned to the minor may not be such that he or she is constantly operating the prohibited machinery during the work shift, but only doing so as part of the training experience. This would preclude an apprentice or student-learner from being a production worker, responsible for spending a significant portion of the workday operating prohibited machinery or performing prohibited tasks. The Wage and Hour Division also considers the continuous performance of otherwise prohibited work that exceeds one hour a day to be more than *intermittent* and more than for short *periods of time*. The Wage and Hour Division also considers the performance of otherwise prohibited work which totals more than 20% of the student-learner’s work shift to be more than for *short periods of time.*

The regulations do not define the term *direct and close supervision.* The Wage and Hour Division’s interpretation of *direct and close supervision* as it applies to apprentices and student-learners is based on guidance received from the Bureau of Apprenticeship and Training (BAT) which is part of the U. S. Department of Labor’s Employment and Training Administration. BAT establishes ratios governing the number of journeymen and apprentices that may be employed on the job site to ensure worker safety and that the apprentices receive both proper training and supervision. BAT has advised the Wage and Hour Division that the most widely used ratio is one apprentice for the

first journeyman on-site, and one apprentice for every three additional journeymen thereafter. The Wage and Hour Division considers the requirement of *direct and close supervision* to be met when there is one journeyman or experienced adult working with the first apprentice/student-learner on-site, and at least three journeymen or experienced adults working alongside each additional apprentice/student-learner. Of course, the requirement for *direct and close supervision* applies only during the periods when the apprentice/student-learner is performing work that would otherwise be prohibited by the HO.

# Wage and Hour Report

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| **Student Name:**  |
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|  |
| **Weekly Updates** |  |
| **Month** | **Week Ending**  | **Hours Worked** | **Gross Earnings** |  |
| **August**  | August 6 |   |   |  |
|   | August 13 |   |   |  |
|   | August 26 |   |   |  |
|   | August 27 |   |   |  |
|   |   |   |   |  |
| **September** | September 3 |   |   |  |
|   | September 10 |   |   |  |
|   | September 17 |   |   |  |
|   | September 24 |   |   |  |
|   |   |   |   |  |
| **October** | October 1 |   |   |  |
|   | October 8 |   |   |  |
|   | October 15 |   |   |  |
|   | October 22 |   |   |  |
|   | October 29 |   |   |  |
| **November** | November 5 |   |   |  |
|   | November 12 |   |   |  |
|   | November 19 |   |   |  |
|   | November 26 |   |   |  |
|   |   |   |   |  |
| **December** | December 3 |   |   |  |
|   | December 10 |   |   |  |
|   | December 17 |   |   |  |
|   | December 24 |   |   |  |
|   |   |   |   |  |
| **Semester Totals** |   |   | $ |  |

**If work experience is unpaid, what would you estimate the hourly wage to be? $\_\_\_\_\_\_\_\_\_\_\_\_**