

INTERNSHIPS

About	State Required Forms	Employer Handbook
-----------------------	--------------------------------------	-----------------------------------

ABOUT

Internships provide paid or unpaid work site training to students enrolled in career academy or other approved Career and Technical Education programs that are tied to students' career cluster goals. Internships provide hands-on training in a specific career area, enhance classroom learning, and help create a connection between school and careers.

Internships are linked to a school "course" and students can earn high school credit for the experience. Interns must document 75 hours of work site training to receive ½ school credit for the internship experience and 150 hours of work site training to receive 1 school credit for the internship experience.

Internships always have a predetermined finish date. During the school year, internships typically last 1 semester (18 weeks) and can be scheduled in either the fall or spring semester. Summer internships generally last 6 weeks, as school is not in session and students can work more hours during the day.

STATE FORMS

There are four state-required forms that must be used for every student in an Internship. The required forms and an explanation of when and how to use them are as follows:

1. Training Agreement

Completed and signed prior to work site placement by the internship coordinator, student, parent and employer.

OR

Non Paid Training Agreement

Completed and signed prior to work site placement by the internship coordinator, student, parent and employer.

2. Training Plan

Completed and signed prior to work site placement by the internship coordinator, student, parent, and employer.

3. Time Card

Completed and signed weekly by students and employers and turned in weekly to the internship coordinator.

4. Report Card

Completed and signed by the employer at the end of each school grading period.