

High School Name

Date

Dear _____(business partner)

My name is XXX. I am the *School to Career Coordinator* for High School (HS). In the past, you may have assisted us with our Future Focus job shadow program, where students “shadow” your business for a couple of hours to a full-day to gain knowledge about your specific profession.

We have another program here that we would like to share with you. It is our Internship Program. This is a collaborative effort between our High School and our Community College Internship Program to offer students college credit while they gain real world work experience. This is a great opportunity for students to learn new skills, increase knowledge, and to engage in relevant experiences while exploring their career interests. Students can earn college credit for their work. A maximum X credits can be earned

I would welcome the opportunity to speak to you further about this wonderful program. Some of the benefits for the partnering business include:

- Providing high school students a step on a pathway from school to work;
- A chance to “test drive” the talent;
- Taking advantage of no or low-cost labor;
- Training and motivating students before they enter the job market;

Please let me know if you have a date/time that you are able to spare about 15 minutes so that I might explain to you a little more about this beneficial program. My contact information is listed below.

Thank you for your consideration. Looking forward to meeting with you.

Regards,

Name

School to Career Coordinator

High School

Email

Phone

Internship FAQ

Q – Will I be expected to pay students for their work?

A – Interns can be paid or unpaid. This is negotiated between you and the student.

Q – How will I know what to do once students are here? Will I be expected to “teach” them?

A – Students want to hear the story of YOU. How did you arrive at your current position? What did it take to get there? . You will assist students in developing specific skills and knowledge that will enhance their professional and personal growth. If you have more questions about your role or any part of the internship contact your high school representative listed on the Training Plan.

Q – Confidentiality is extremely important in my business. How can I be assured its importance will be understood by students?

A – Confidentiality is critical in many occupations and an important lesson. If they don’t maintain confidentiality, ask them to leave.

Q – What about safety issues?

A – Safety is a concern in all places of business and students must follow your safety rules. What can I do if a student does not behave in a manner that shows interest or maturity? First, talk to the student and review the type of behavior necessary for the job. If the behavior does not change, contact the high school representative listed on the Training Plan. If the behavior still does not change, ask the student to leave.

Q – Can I terminate a student if he or she is not meeting satisfactory standards?

A – Yes. Students are expected to abide by employer rules and regulations. Failure to do so may be reflected in the employer’s evaluation of the student. Please inform the student’s high school representative of the situation.

Q – Who pays the costs of workers’ compensation insurance?

A – If the student is participating in a paid activity with your business, you would pay the cost of workers’ compensation. If it is non-paid, the school provides workers’ compensation insurance. Can students claim unemployment insurance benefits against my company after the internship ends? Students are not eligible for unemployment benefits.

INTERNSHIP TERMS AND CONDITIONS

By signing this Agreement the Internship Partner Site (Employer), Student (Student), and the High School Internship Coordinator (School) agree to the following terms and conditions:

A. The Employer agrees to:

- Provide a training experience for the student and assist him/her in completing his/her Training Plan in consultation with the School representative;
- Designate an individual as the supervisor to orient, train, monitor the Student, and to serve as a liaison between the Employer and the School;
- Provide the Student activities for at least the minimum number of hours and weeks specified;
- Reserve the right to discharge the Student for just cause;
- Notify the School contact immediately of any change in the Student's job duties and/or work supervisor;
- Provide feedback to the Student on their work performance throughout the term;
- Evaluate the Student at the mid and end of term on a form provided by the School;
- Assign activities without regard to age, race, sex, religion, disability, parental status or marital status;
- Be in compliance with OSHA regulations and orient Student to Employer's safety policies;
- Cover the Student for Workers' Compensation policy (only if paid internship).
- Pay a salary which is consistent with the Employer's practices and policies (only if paid internship)

B. The School agrees to:

- Provide an instructor or coordinator to facilitate the development of the training plan;
- Monitor the progress of the Student via visits to the worksite during the term;
- Determine a grade and award credit for successful job performance and completion of related assignments;
- Provide related classroom instruction in the Student degree field;
- Provide the Student with career management skills;
- Notify the employer if the Student withdraws from the program and/or the School;
- Provide Workers' Compensation Insurance coverage for non---paid positions;

C. The Student/Employee agrees to:

- Be enrolled in and participate in school;
- Work the required number of hours during the term in relation to the number of credits desired;
- Recognize and follow the duties on the Internship Plan;
- Immediately inform the School of any problem or changes in job responsibilities;
- Abide by the regulations and policies of both Employer and the School;

School: _____ Date: _____

Employer: _____ Date: _____

Student: _____ Date: _____



Canby High School

Home of the Cougars

Dear Business Partner: Please consider hosting a high school student via our Smart Internship program.

WHAT IS AN INTERNSHIP?

- A work-related learning experience that provides students and opportunity to gain important knowledge and skills in a particular career field.
- An opportunity for a student and employer to develop a relationship without making a long-term commitment.
- Internships can last anywhere from one week to one year and reflect a wide range of hours per week (hours agreed upon between site and student)
- Students receive high school and/or Clackamas Community College credit for 30 to 360 hours on the job
- It can be paid or unpaid;
- If the internship is unpaid, the school provides Workers' Compensation Insurance;

WHY AN INTERNSHIP?

- Provide high school students a step on a pathway to work and school;
- A chance to "test drive" the talent;
- Take advantage of NO or LOW-COST labor;
- Train and motivate students before they enter the job market.

WHO IS RESPONSIBLE FOR WHAT?:

<i>Supervisor at Internship Partner Site</i>	<i>Students</i>	<i>Internship Coordinator/Canby High</i>
Develop duties to support learning objectives for creation of a Training Plan	Complete Internship Application	Assist student with registration and maintain a file;
Interview and approve student	Demonstrate readiness for internship	Determine student readiness for internship
Approve work schedule	Pay \$30 internship fee to Canby High School	Select training plan outcomes with student and employer
Orient, train, and give feedback to student	Show up, learn, and work as per the training plan and employer expectations	Forward internship registration and grade from to the college
Verify student performance and hours. Performance is based on mid-term and final evaluations at the direction of the Internship Coordinator	Keep monthly time sheet to document hours worked	

JAMIE NETTER

CANBY HIGH SCHOOL ♦ INTERNSHIP COORDINATOR

503-263-7218

NETTERJ@CANBY.K12.OR.US

Canby High School- 721 SW Fourth Ave.- Canby, OR 97013-3999 - Office: 503-263-7200 - Fax: 503-263-7211

Pat Johnson, Principal (ext. 5303) Jim Smith, Associate Principal-Athletics (ext. 5302)

Kimie Carroll, Associate Principal (ext. 5306) John Ogden, Associate Principal-Activities (ext. 5323)

TRAINING/ORIENTATION CHECKLIST

Experience shows that employers who take adequate time at the beginning of the internship to properly train the student reap productivity and effectiveness more quickly than those who don't. To help acclimate interns, please take time initially to:

EXPLAIN THE MISSION OF THE ORGANIZATION

- How did the organization start? Why?
- What is unique about your product or service?
- Who benefits from your product or service?
- What are the organization's current objectives?
- How may the intern contribute to those objectives?

EXPLAIN THE ORGANIZATION STRUCTURE

- Who reports to whom?
- Who, specifically, is the intern's supervisor?
- What is the intern's department responsible for?
- How are decisions made?
- Which personnel can answer different kinds of questions?

OUTLINE ORGANIZATIONAL RULES, POLICIES, DECORUM AND EXPECTATIONS

- What access to the supervisor (days, times, and duration) does the intern have?
- How should they process requests?
- How do the mail and telephone systems work?
- What are the approved forms of correspondence (phone, email, etc)?
- By what safety regulations must they abide?
- Is there a procedure for signing off completed work?
- Are there security or confidentiality issues the intern needs to be aware of?
- What is acceptable with regard to dress and appearance?
- How should they maintain the premises and their work area?

DEFINE THE INTERN'S RESPONSIBILITIES

- Go through the approved Internship Plan with the student
- What projects will be assigned to him/her?
- What training, if any, is necessary?
- What tasks can be completed without supervisory approval?
- Do other employees understand the intern's role?

MONITOR THE INTERN'S ADJUSTMENT AND UNDERSTANDING

- Make yourself visibly available to the intern
- Your high school Internship Coordinator will periodically check in. This is also the person to call if you are having any issues with your intern. Assign someone at your business to "check-in" with the intern
- Provide feedback and constructive criticism
- Encourage the intern to ask questions

SUPERVISING THE INTERN

As an intern supervisor, you use all the skills necessary in any effective supervisor relationship:

- Providing leadership
- Motivating
- Delegating
- Communicating
- Developing and training
- Evaluating

Additionally, the students will look to you as a mentor who will assist their transition from the classroom to the work environment. Since the internship is an extension of the learning process, you will need to provide opportunities to bridge the two experiences.

Meet with your interns regularly to provide feedback concerning their performance. During these meetings, the student can:

- Report status of project
- Ask questions
- Learn how their work is contributing or impacting the organization
- Participate in an evaluation of their strengths
- Discuss areas needing growth and development
- Get a sense of what kind of work lies ahead

At the same time you will have an opportunity to coach, counsel and reinforce positive attitudes and performance.

You should anticipate that you will have some interaction with your students' internship coordinator through telephone calls, one-site visits, and written evaluations. Such person will assist you find a solution if difficulties occur (intern attendance, low motivation, unsatisfactory work or personal conflicts).

You will use the form provided by the Internship Coordinator to evaluate your interns' performance at the midpoint and end of the internship.

HIGH SCHOOL INTERNSHIP APPLICATION

Student name: _____ ID # _____ Home ph: _____ Cell # _____

Email address: _____ Age: _____ Graduation Yr: _____

In what area of interest do wish to do an internship? _____

(PLEASE NOTE: internships in the area of medicine are very difficult to secure due to patient confidentiality)

What classes are you taking presently or have completed that relate to this area of interest? _____

What do you hope to gain from your internship experience? _____

Do you have any concerns about committing to an internship? _____

Are you presently or have you in the past been enrolled in any Advanced College Credit classes? _____

Please explain your transportation arrangements (be specific i.e. parents, own car, transit bus, relatives):

Student Signature _____ Date _____ Parent Signature _____ Date _____

(Please see other side, parent signature required)

Office use only:

**High School
PRE-INTERNSHIP CHECKLIST**

Student Name:	ID #
Term of Internship:	Grade/Grad Year:

BACKGROUND INFORMATION

Do you participate in sports/activities? ☐ Yes ☐ No

Remember, you must pass 4 classes per term to be eligible.

Activity	Season

Are you on track to graduate? ☐ Yes ☐ No

INTERNSHIP BASICS

Is internship **ON** ☐ or **OFF** ☐ the CHS campus?

Where is internship located? _____

Which class periods are you requesting your internship to be? (place X next to period) – if internship is after school, do not check boxes:

1st	2nd	3rd	4th	5th
-----	-----	-----	-----	-----

If it is off campus, do you have transportation? ☐ Yes ☐ No

What credit would you like for the internship? ☐ High School Credit ☐ CCC Credit

Career Center _____

Date: _____

Academic Counselor _____

Date: _____

Student Signature _____

Date: _____

Approved/Entered By: _____ Date: _____

High School

Dear Parent or Guardian,

Your student is requesting an internship placement and/or has enrolled in the Internship Program at Your High School. This is a collaborative effort between the High School and the Community College to offer students college credit while students are gaining real world work experience. This is a great opportunity for students to learn new skills, gain knowledge, and to engage in relevant experiences while exploring their career interests.

Students earn college credit at their internship experience. A maximum of X can be earned. ***Once the internship has been set up, there is a one-time fee of \$30 payable to High School.*** Workman's compensation is provided by the School District for students in any non-paid internship experience. Students must provide their own transportation to and from their internship site.

Please feel free to contact me if you should have any questions and/or any concerns.

Sincerely,

Name

School to Career Coordinator

Phone

email

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

High School: Canby High School

Today's Date _____

CCC SMART INTERNSHIP REGISTRATION AND GRADE REPORT

Social Security # *: _____ Birth date: _____

Student Name _____

*Last**First**Middle*

Mailing Address _____

*Street Address**City**State**Zip*

E-mail Address _____ Phone #: _____

Ethnicity: ☐ American Indian/Alaska Native ☐ Asian/Pacific Islander ☐ Black/Non-Hispanic ☐ Hispanic ☐ White/Non-Hispanic
Gender: ☐ Female ☐ Male

P/NP	Course Title	Credits	Tuition/Fees	Grade
X	HD 180 – 01CNB Career Development Internship		\$30*	

Please indicate your educational goal:

- | | | |
|--|---|---|
| <input type="checkbox"/> Earn a degree/certificate | <input type="checkbox"/> Explore career/academics | <input type="checkbox"/> High school completion/GED |
| <input type="checkbox"/> Learn English Language | <input type="checkbox"/> Learn job skills | <input type="checkbox"/> Personal Interest |
| <input type="checkbox"/> Reading/writing/math skills | <input type="checkbox"/> College transfer | <input type="checkbox"/> Update job skills |
| <input type="checkbox"/> Other _____ | | |

**Providing your Social Security number is voluntary. If you provide it, the college will use your Social Security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your Social Security number will not be given to the general public. If you choose not to provide your Social Security number, you will not be denied any rights as a student. Please refer to the CCC Schedule of Classes which describes how your number will be used. Providing your Social Security number means that you consent to the use of the number in the manner described.*

Please read and sign indicating your agreement to the following:

- It is my responsibility to notify my high school of my intent to enroll at CCC and to obtain authorization from my designated official.
- I understand that when I register for a class at CCC, I assume responsibility for my enrollment activity and record, including completion of course and grade.
- I will keep my high school official informed with regard to my enrollment status.
- I consent to the release of my CCC enrollment status, academic record, performance, and financial student account information to my high school, training sites, and employers. This authorization may be revoked by me at anytime. Until revoked in writing, this authorization remains valid each academic year that I participate in this program.
- If less than 16 years old parental signature is required.

Student Signature _____ / ____ / _________
Parent Signature _____ / ____ / ____

Designated Official:

Print Name _____ / ____ / _________
Signature _____ *Phone* _____

For CCC office use only: 6-Digit Course Reg. #: _____ Term: SU ____ FA ____ WI ____ SP ____

* The \$30 fee is paid by the student to Canby High School. CCC will bill Canby for the tuition/fee.

What is Casual Business Attire?



Men

Shirts. Choose shirts that have collars, such as long-sleeve button down shirts, polo shirts or golf shirts. Always tuck the shirt in and pair the shirt with an appropriate belt. For business casual, no tie is necessary. A sweater vest over a dress shirt or a blazer is also acceptable.

Pants. Wear pants styles such as khakis, dress pants, trousers and corduroy pants. Jeans are not considered business casual. No cargo pants.

Shoes. Select formal shoes and don't forget the dress socks. Stick to black, brown, or grey shoes and socks. Oxfords, lace-ups, and loafers are all standards.

Shirts. Women have a few more options in this department than the men. Blouses, plain shirts, sweaters, turtlenecks and vests are all acceptable. Tucked-in or un-tucked can both work, depending on the shirt. No sleeveless shirts. No cleavage or undergarments visible.

Pants. Options for pants such as khakis, corduroy pants, or dress pants. Jeans are not allowed and are not considered business casual. No cargo pants.

Shoes. Try footwear such low heels (provided you can walk in them), dress boots, flat trouser shoes. Must be closed-toed. No heels higher than 2 ½"

Skirts/Dresses. Remember that skirts and dresses are acceptable as long as the hem falls at or below the knees. If you are concerned it is too short, check with a teacher or Career Center staff. Neither should be skin-tight. No sleeveless or low-cut dresses.



Women

High School's Dress Code for Job Shadows, Mock Interviews, Internships and Career Fairs

(over)

Important Do's and Don'ts!

For both Men & Women

DO!

Comb and style hair (no hair/bangs in the face or hanging in the eyes)

Men please shave *Women* please use conservative nail polish color One earring per ear

(NO facial piercings)

Practice good hygiene
(brush teeth, use deodorant)

DON'T!

Wear sneakers, sandals, flip-flops or other open-toed shoes, sports shirts, sweatshirts, sports team jackets, athletic socks, shorts, capris, jeans, hats. Do not wear very tight or revealing cuts of pants or shirts
Never chew gum!

High School Work Experience Monthly Record of Hours Worked

(For workers compensation purposes only)

Student: _____

Employer: _____

Month / Year: _____

Type of Work: _____

Hours Worked:

1.	11.	21.
2.	12.	22.
3.	13.	23.
4.	14.	24.
5.	15.	25.
6.	16.	26.
7.	17.	27.
8.	18.	28.
9.	19.	29.
10.	20.	30.
		31.

TOTAL HOURS WORKED: _____

STUDENT SIGNATURE: _____

EMPLOYER SIGNATURE: _____

SCHOOL COORDINATOR SIGNATURE: _____

For Payroll Use Only:

Premium Calculation:

Assumed Hourly Wage \$ _____ X Hours Worked _____ = _____

Work Category Code:

Kitchen / Cafe 9349 _____ Office Clerical/8868 _____ Other/9101 _____

HIGH SCHOOL INTERNSHIP STUDENT REFLECTION

Name: _____ Grade: _____ Date: _____

Internship site: _____ Supervisor: _____

Totals internship hours: _____ Credits Awarded: _____ Grade: _____

Briefly describe your internship duties: _____

What do you feel was most beneficial to you from your internship experience? _____

What did you find was most challenging about the internship? _____

What specific skills did you either learn or enhance from your internship experience? _____

Did your internship experience either confirm or change your career interest in this field, please explain:

Would you recommend an internship to a fellow student? Please explain why or why not: _____

WHAT IS AN INTERNSHIP?

An internship is any carefully monitored work or service experience in which a student has intentional learning goals and reflects actively on what she/he is learning throughout the experience. Characteristics include:

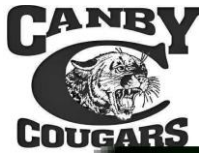
- Duration - anywhere from a month, a trimester or a full year, but a typical experience usually lasts from three to six months;
- Generally a one-time experience;
- Generally part-time
- May be paid or unpaid
- An important element that distinguishes an internship opportunity from a short-term job or volunteer work is that an intentional Internship Plan, or learning agenda is structured into the experience
- An effort is made to establish a balance between the intern's learning goals and the specific work an organization needs done
- Internships promote academic, career and personal development

HOW DO INTERNSHIPS BENEFIT EMPLOYERS?

- Students bring new perspectives to old problems
- Visibility of your organization is increased on campus
- Quality candidates for temporary or seasonal positions or projects
- Freedom for professional staff to pursue more creative projects
- Cost-effective way to recruit and evaluate potential employees
- Cost-effective or no cost work force not requiring a long-term employer commitment
- Business's image in the community is enhanced as you contribute your expertise to the educational world

COURSE GUIDE DESCRIPTION

Canby High School Junior and Senior students have an opportunity to earn Clackamas Community College (CCC) credits for participating in our SMART Internship Program. The SMART Internship program provides students a pathway between work and school. Students develop entry level skills in a specific occupation, practice career management, and prepare for employment all while earning college credit. The SMART Internship has several benefits. Students can earn *up to* 12 Clackamas Community College HD-180 (human development) elective credits, internships reflect a wide-range of possibilities for hours/schedules (i.e. – can be done afterschool, during school, weekends, etc) and, most importantly, the internship gives the students an opportunity to “test the waters” of a desired occupation. If you are interested in learning more about CHS’s SMART Internship Program, please contact Jamie Netter at netterj@canby.k12.or.us.



Internship Training and Evaluation Plan

Student:		Internship Coordinator:	Jamie Netter
Phone/Email:		Phone/Email:	503-263-7218 netterj@canby.k12.or.us
Instructor: Julia Koehler		Supervisor:	
Phone/Email: juliak@clackamas.edu		Phone/Email:	
Job Title:		Internship Site:	

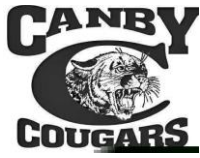
Skill Objectives-Indicators-Evaluations

Training dates: Begin:_____ End:_____ Hours Per Week:_____

Total Hours:_____

3 — Meets or Exceeds Training requirements	2 — Needs to Improve	1 — Does Not Meet Training requirements	N0 — Not Observed At this time
--	-----------------------------	---	--

	Skill Objectives: <i>From Oregon Skill Sets/iMATCH</i>		Measurable Indicators: <i>Minimum of one (1) per credit</i>	Performance Evaluation <u>Use 1 - 3 rating</u>	
				Mid	Final
			Date:		
A		A1			
		A2			
		A3			
B		B4			
		B5			
		B6			
		B7			
		B8			
C		C9			
		C10			
		C11			
		C12			



Work Behaviors Objectives-Indicators-Evaluations

3 — Meets or Exceeds Training requirements	2 — Needs to Improve	1 — Does Not Meet Training requirements	N0 — Not Observed At this time
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	Work Behavior Objectives: <i>From Oregon Skill Sets/iMATCH</i>	Behavior Indicators: <i>The supervisor's evaluation of these behaviors will be included with the classroom portion of the grade and not counted with the skill points.</i>	Performance Evaluation Use 1 - 3 rating	
		Student will:	Date:	
A	Time Management:	Complete jobs on time Look for work to do Prioritize appropriately		
B	Interpersonal Relations:	Cooperate with supervisors Work well with others Accept suggestions Have a positive attitude Seek to understand		
C	Attendance:	Be on time to work and remain until hours are completed Alert supervisor if absent or late for work hours and/or work-related tasks		
D	Appearance:	Dress appropriately for the workplace Exhibit cleanliness and good hygiene		
E	Problem Solving:	Follow rules and all directions Work independently Be accurate and careful Adapt to work conditions Follow through Look for ways to improve, alert to new methods.		

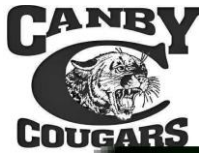
Prior to Training: All agree to the plan by signing below.

Training Site Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Internship Coordinator Signature: _____ Date: _____



Course Completion Instructions:

Student and Training Site Supervisor approve hours and evaluation:

Training Site Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Instructor and Coordinator validate instruction and convert skill points to final grade:

Total Points: _____

Grade: _____

# of Credits / # of Indicators	Points Earned = Grade				
	A	B	C	D	F
12	36-33	32-29	28-25	24-22	21-0
11	33-30	29-26	25-23	22-20	19-0
10	30-27	26-24	23-21	20-18	17-0
9	27-24	23-21	20-18	17-16	15-0
8	24-22	21-19	18-16	15-14	13-0
7	21-19	18-17	16-14	13-12	11-0
6	18-16	15-14	13-12	11-10	9-0
5	15-14	13-12	11-10	9-8	7-0
4	12-11	10-9	8-7	6-5	4-0
3	9	8-7	6-5	4	3-0
2	6	5	4	3	2
1	3	3	2	1	0

Instructor Signature: _____ Date: _____

Internship Coordinator Signature: _____ Date: _____

OFFICE USE ONLY

Class 080 / 180

Term _____

Credits _____

Clock hours _____

Seminar HS / College

Grade: _____