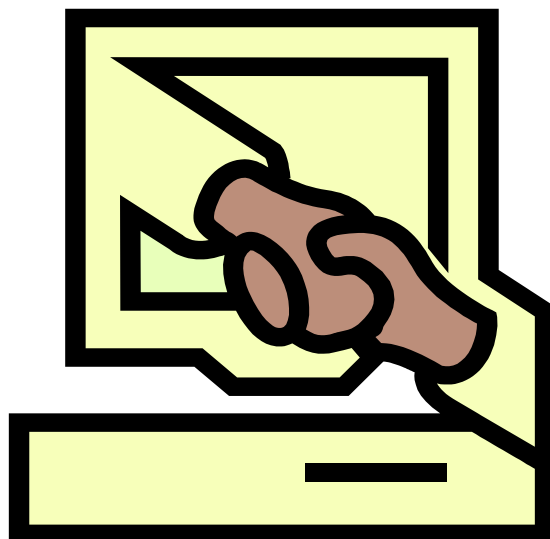


The Albion Internship Program

*A Handbook for Students, Parents
and
Business Partners*



Our Mission:

“Achievement, Character and Success for Life... ACS”

Revised June, 2013

Dear Students, Parents and Business Partners:

Welcome to the world of the Albion Internship!

Participating in an internship is an important part of the high school educational experience. Our school district, in partnership with the local business community, has developed a program that offers students an exciting opportunity to gain experience in the world of work. This program will allow participants to explore career options while also learning the critical skills that will help them in this job and in any future career path they choose.

Ask people who are successful in their careers, and they will tell you that their success is due in part to continually learning new skills and acquiring knowledge while at work. Our students are now being given the opportunity to learn some of these skills while still in high school. Assuming work responsibilities, forming professional relationships with supervisors and co-workers, gaining technical knowledge and skills, as well as facing challenges and solving problems will lead them to success in their internship and success in whatever path they should choose to take following high school.

This handbook will help students, parents and business partners to understand the internship experience. Unlike other jobs students may have held and unlike other classes they have complete while in high school, the internship program provides a link between the classroom and the real world of business. Both the business site and the school district will work together to ensure that students are learning and meeting actual “world of work” expectations throughout the internship. It is the district’s hope that participants will take from this experience all that they put into it.

Please contact Mrs. Susan Starkweather Miller, School to Career Coordinator, at 589-2087 or email sstarkweather@albionk12.org should you have any questions about the program.

Workplace and Academic Expectations



The internship is an unpaid experience. Internships are established for the learning experience alone and do not pay any wages.

Internship placements are arranged by the School to Career Coordinator based on interests of the student and business availability in the career interest area. Students will not be placed at an internship site that is owned or operated by their family.



The expectation is that students will complete a full 20 week internship. Within the 20 weeks, it may be possible to divide that time so that two or even three different internships will be completed. Unless there is an extenuating circumstance, no student will be allowed to simply “drop” an internship.



Because of the difference in individual student schedules, the number of hours needed to complete the internship is flexible. At least five hours per week for the 20-week semester is recommended. Obviously, the more hours a student can put in, the more rewarding the experience will be.

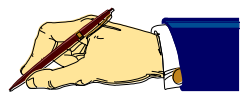


Students will be available to intern four days a week for one semester (20 weeks). One day per week (to be determined during the first week of the semester) will be devoted to classroom instruction (called the Internship Seminar). This instruction will focus on maintaining the internship journal/log of hours, discussing current experiences at the worksite and learning about topics required by the New York State Education Department. These include (but are not limited to) career awareness, attributes/qualities of successful employment, time management, job search skills (interviewing, resume writing), effective communication, conflict resolution, etc. ***Consistent attendance at this class is required.***

In addition, there are several academic requirements (listed below) that must be met in order to receive credit for the internship. Elective credit will be awarded on a “Pass/Fail” basis.



The portfolio and journal are critical academic requirements of the experience. The portfolio is a three ring binder that will hold a semester’s worth of internship documentation. Weekly time sheets will be kept here. The journal will include entries that will require students to reflect, in writing, on their internship. They will be asked to record tasks they accomplish and consider what was learned -- both the tangible as well as the intangible critical skills necessary to be successful. Personal reflections and observations will be encouraged.



Students will be asked to sign an agreement that explains and defines the commitment of the business site, the school district, and the student toward completing a successful internship. A parent or guardian must also sign the agreement and complete the medical forms in order for students to participate.



Students are responsible for their own transportation to and from the internship site if their assignment requires them to leave the campus.



Students will be expected to dress and act like professionals at all times while at the worksite as the internship is to be viewed as a job. The expectations, rules and regulations of the business and of a particular department will be explained to the student prior to beginning at the site. Students are expected to dress and act as everyone else in the department does; they are encouraged to always look their best and to respond with a professional demeanor.

School, Work and You...

A Formula for Success



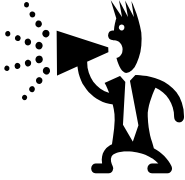
ACADEMICS: Remember that academic subjects are a priority! In most cases, all academic graduation requirements should be completed before considering participating in an internship.



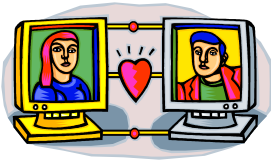
ATTENDANCE: **One hundred percent attendance** at school and at your internship is expected. Report to your internship **on-time each day**. If you are absent from school, you need to call in to the supervisor and let him/her know you will not be there. Only legal school absences are acceptable absences from your internship. Make all personal appointments at times other than your scheduled school or internship hours. Interns are required to sign out at the main office each time they leave the high school building as we are accountable for your location at all times.



TIME COMMITMENT: An internship constitutes a time commitment on your part. You must be willing and able to allot your time so that you have enough to complete your internship hours and your academic requirements. You will be expected to put forth a 100% effort every day. **Show initiative** -- if you have completed your own assignment on the job, ask your supervisor what else needs to be done or help someone finish his/her tasks. Record all of your work hours. Begin to maintain a calendar or organizer if you have not already done so. Saying “I forgot” is never an acceptable excuse in the workplace.



CONFIDENTIALITY: All businesses are committed to protecting the privacy of individuals (including employees, students, customers, and volunteers) and the confidentiality of all records. As an intern, you have the responsibility of making sure this commitment is upheld. **You are expected to maintain the confidentiality of all material and information that you may be handling during your internship.**



PERSONAL RELATIONSHIPS: Limit any socializing at the internship site to lunch or breaks. Do not make any personal telephone call during your internship hours. Do not let any personal problems interfere with your job. Do not invite or receive visitors at work. Be pleasant and cooperative at all times and use appropriate language with everyone.



DEALING WITH AUTHORITY: Always demonstrate respect to supervisors and co-workers. Listen carefully to instructions and ask questions if you do not understand something. Always follow through with all work orders. Be prepared to accept constructive criticism. Never answer back or argue. Talk to your supervisor if a problem arises. Better yet, speak to him/her if you *anticipate* a problem.



COURTESY: Always be courteous to co-workers and customers. Treat customers, visitors, co-workers, and supervisors as you would like to be treated. Demonstrate “Respect, Responsibility and Optimism” wherever you work.



ADHERENCE TO POLICY AND DISCIPLINE: It is expected that you will be drug and alcohol free and follow all policies as defined by the Albion Central School District Code of Conduct and the participating business. Any violation of this will be immediately addressed by the district.

Everyone wants you to be successful in your internship experience. Your job is important, and you must act responsibly at all times. You are responsible for your conduct both at school and at the work site. If there are problems, corrective measures may be taken either at school or at the site. These could include oral warnings, written warnings, suspension or dismissal from the program. It is your responsibility to understand the standards of conduct required and follow those daily.

Roles and Responsibilities

The School

- ❖ Cooperate and communicate with the employer, student, and parent or guardian regarding program, student progress, and any problem or conflict that arises at school or the work site
- ❖ Provide a support system for the student via the School to Career Coordinator
- ❖ Review all performance evaluations with the student
- ❖ Provide the student with additional career/college information as needed
- ❖ Arrange the student's schedule to best accommodate the on-site work schedule
- ❖ Provide one period per week for the Internship Seminar class.
- ❖ Complete on-site visits with each student
- ❖ Work with the student to develop a career plan as necessary
- ❖ Provide secondary insurance coverage for students

The Student

- ❖ Fulfill all requirements to be accepted into the internship program, including obtaining working papers
- ❖ Maintain acceptable academic standing
- ❖ Follow employer's rules, policies, and regulations
- ❖ Behave in a professional and conscientious manner both at school and at work
- ❖ Maintain 100% attendance at work and school, excluding allowable legal reasons as per school or business policies (student may not work if he/she has not attended school on a regular school day)
- ❖ Be prepared to review report cards, evaluations, performance reviews with business mentor, career coordinator, and/or school administrator whenever necessary
- ❖ Attend all internship meetings and complete all program requirements on time
- ❖ Seek out people who can assist, instruct, advise, and provide learning opportunities

- ❖ Maintain contact with School to Career Coordinator throughout the semester
- ❖ Maintain the internship portfolio and journal and complete weekly paperwork and class assignments
- ❖ Prepare a visual representation of the internship experience that can be shared with others

The Parent or Guardian

- ❖ Be aware of the program objectives, attendance, academic and conduct requirements necessary for participation and success in the program
- ❖ Support, encourage, and motivate the student in his/her career choice
- ❖ Work cooperatively with the school and employer
- ❖ Be available to communicate with the school and/or employer if necessary
- ❖ Participate in feedback sessions and progress reports as appropriate
- ❖ Provide the primary medical insurance coverage for the student in the event of an accident/injury

The Employer

- ❖ Comply with local, state, and federal labor laws
- ❖ Train students in job skills
- ❖ Provide a safe and challenging environment for work
- ❖ Provide meaningful work for student interns
- ❖ Cooperate and communicate with the school, student, and parent/guardian regarding the program, student progress, or any problem that might arise
- ❖ Provide a support system for the student intern
- ❖ Review student performance and complete evaluations
- ❖ Educate interns regarding career opportunities
- ❖ Help to arrange a work schedule, keeping in mind the student's other academic obligations
- ❖ Provide trained staff and/or a mentor to work with the student intern

