

Akron Public Schools
OFFICE OF CAREER EDUCATION
BULLETIN #11: Internships

The Internship program provides Career Education instructors with an opportunity to expand the walls of the classroom into the business community. The student is able to learn work place requirements from a mentor in the field. Students who have mastered specific occupational skills are given the opportunity to train in various business settings, identified by advisory committee members and/or individual instructors, for limited periods of time on the newest equipment and procedures available only in industry. Internship sites must be in compliance with Title IX of the Educational Amendment of 1972 which states: *“No person shall, on the basis of sex, race or handicap, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under an education program or activity receiving federal financial assistance.”* (Bulletin #2 should be reviewed regarding sex equity).

Important requirements and procedures must be followed prior to an instructor establishing an internship component to their career program:

INSTRUCTOR CHECKLIST

- Submit host site locations to the Career Education office for Akron Public Schools approval.
- Following approval, distribute the internship letter to participating students and parents/guardians.
- The intern and his/her parent/guardian understand that a non-employment relationship exists with the host site, which means that in the event of injury the student is not entitled to worker’s compensation.
- Maintain a signed internship agreement. Documents must be signed prior to students being placed on the internship site and kept for five (5) years.
- Develop a well-defined training plan to cover the specific competencies the student will explore.
- Secure student Work Study ID Card prior to Internship (see Bulletin #8).
- Evaluation of competencies covered in the training plan after internship has ended.

The host site must establish a non-employment relationship with the student. According to the US Department of Labor, 1962, the following six criteria, all of which must exist, determine a non-employment relationship:

1. The training, even though it includes actual operation of the facilities of the employer, follows the curriculum of each specific Career and Technical Education program.
2. Training is for the benefit of the trainees or students.
3. Trainees do not displace regular employees but rather work under their close observation.
4. The employer that provides the training derives no immediate advantage from the activities of the trainees, and on occasion the employer’s operations may actually be impeded.
5. Trainees or students are not necessarily entitled to a job at the conclusion of the training period.
6. The employer and the trainees understand that the trainees or students are not entitled to wages for the time spent in training (10b1 1(b) of the Wage-Hour Field Operations Handbook).

NEW SITE REQUEST ~ INTERNSHIP PROGRAM

Please provide **COMPLETE** information (below) regarding businesses with which you wish to establish an internship and forward to the Office of Career Education, Ott Staff Development Center, Room 210. The enrollment process takes about two weeks. You will receive written notice when the internship is in effect. If you have any questions, please call 330-761-3131.

PROGRAM

SCHOOL

INSTRUCTOR

Member Name _____ Company Address _____ Mailing Address _____ City _____ Zip _____ Business Phone (____) _____ Home Phone (____) _____	Member Name _____ Company Address _____ Mailing Address _____ City _____ Zip _____ Business Phone (____) _____ Home Phone (____) _____
Member Name _____ Company Address _____ Mailing Address _____ City _____ Zip _____ Business Phone (____) _____ Home Phone (____) _____	Member Name _____ Company Address _____ Mailing Address _____ City _____ Zip _____ Business Phone (____) _____ Home Phone (____) _____
Member Name _____ Company Address _____ Mailing Address _____ City _____ Zip _____ Business Phone (____) _____ Home Phone (____) _____	Member Name _____ Company Address _____ Mailing Address _____ City _____ Zip _____ Business Phone (____) _____ Home Phone (____) _____
Member Name _____ Company Address _____ Mailing Address _____ City _____ Zip _____ Business Phone (____) _____ Home Phone (____) _____	Member Name _____ Company Address _____ Mailing Address _____ City _____ Zip _____ Business Phone (____) _____ Home Phone (____) _____

Akron
TRAINING PLAN
Early Job Placement, Internship & Co-op
 Schools

Page _____ of _____

Student Name _____ Instructor _____

Program _____ School _____

Date _____ Training Station _____

Early placement, Internship and/or Co-op opportunities should enhance skill development and address competencies as outlined the program's Graded Course of Study.

SKILLS TO BE LEARNED*	OCCUPATIONAL COMPETENCIES (Course Outline)	RELATED TECHNOLOGY (Correlated between what is taught & occupational competencies)

*Check from the Graded Course of Study the selected competencies to be gained.

Student Name _____ Training Station _____

SKILLS TO BE LEARNED*	OCCUPATIONAL COMPETENCIES (Course Outline)	RELATED TECHNOLOGY (Correlated between what is taught & occupational competencies)

*Check from the Graded Course of Study the selected competencies to be gained.

Employer's Student Evaluation Sheet

This report is your appraisal of the student's present work. Your comments and recommendations are of great value in counseling the student. This report will be used to help the student upgrade those areas in need of improvement. Please circle the number which best describes the student's performance at work:

STUDENT _____
TRAINING STATION _____
JOB TITLE _____
DATE _____

SCORING KEY

5 points – OUTSTANDING
4 points – GOOD
3 points – AVERAGE
2 points – FAIR
1 point - POOR

GENERAL AREAS OF EVALUATION

Attendance	5	4	3	2	1
Dependability	5	4	3	2	1
Attitude	5	4	3	2	1
Workmanship	5	4	3	2	1
Human Relations	5	4	3	2	1
Personal Appearance	5	4	3	2	1
Safety Procedures	5	4	3	2	1
Company Policies	5	4	3	2	1

COMPETENCIES RELATING TO TRAINING PLAN

_____	5	4	3	2	1
_____	5	4	3	2	1
_____	5	4	3	2	1
_____	5	4	3	2	1
_____	5	4	3	2	1

Student's most outstanding quality _____

Recommended areas for improvement _____

Training Sponsor's Signature