

Internship Packet

Directions: You are to read the information in this packet along with all information found at <http://internshipassignments.blogspot.com/> on a weekly basis. You need to take and give the letter addressed to your parents to them. You need to take the training agreement and employer letter to your job and have them fill out and return the agreement. The agreement is due back to Mr. Carter 1 week after entering the class or you will be dropped and assigned another class. You must turn in an account of all of your hours weekly. If Mr. Carter does not receive paperwork and hours every two weeks you will be required to attend 5th period and Advisement. This class is only open to students who have employment or true internship with a community business.

Checklist:

- I have read the Weekly blog and bookmarked it on my computer.
- Employer Training Agreement given to employer.
- Training Agreement turned in to Mr. Carter.
- Took assigned online survey.
- Mr. Carter has my e-mail.
- Turned in proof of employment or internship to Mr. Carter (check stub or internship plan)
- Turned in hours weekly to Mr. Carter. (Need 12 hours weekly to pass course)
- Need 240 hours per semester of work and community service to pass course.
- Employer Employee Performance Evaluations are due by ten week and semester grade due dates. (see Mr Carter to pick up.)
 - 10 week
 - Semester

Camp Verde High School

Cooperative Education

1326 Montezuma Castle Highway
Camp Verde, AZ 86322
(928) 203-2659
Fax: (928) 567-8045
work@cvhs-ffa.org

August 9, 2011

Potential Work Experience Student
Camp Verde, AZ 86322

To whom it may concern:

Hello! My name is Cody Carter and I am coordinating Camp Verde High School's Work Experience and Internship programs. I need your help in making this a growing and successful venture in which the community, school, and our students can all benefit. The emphasis of our program is to build strong employees for all businesses. We currently have training programs in the following areas: 1. Agriculture, 2. Automotive, 3. Cabinetry, 4. Culinary Arts, 5. Digital Graphics, 6. Photography, 7. Fire Science, 8. Ceramics, 9. Sports Medicine and 10. Welding.

As you probably know, state and federal laws restrict employment of youth in certain industries. My job is to assist young adults like you trained in specific areas of industry, help you find employment or necessary training to effectively remove those employment restrictions. I will then work with the companies in furthering your education needs to be productive employees that will asset to the company you work for. The restrictions to you will then only be the amount of hours and times of day that you are able to work.

As a student at Camp Verde High School you spent their first two years in a chosen Career Technical Education Program where they receive foundational training. After the second year of training we are encouraging you to seek employment. It is advantageous to you as you can earn an additional two (2) credits by enrolling into the Work Experience course your Junior year, and another two (2) credits by enrolling in the Internship course your Senior year and you get paid for it.

The big question is, "How will this help me?" The answer is we can assist you in finding employment in which you have received adequate training. We assist you in developing into a quality employee that will directly benefit your employer's business establishment. To learn more or to answer any questions you may have about youth employment please feel free to call me at (928) 203-2659 or email me at work@cvhs-ffa.org.

Respectfully Yours,

Cody Carter

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May 21, 2009

Potential Work Experience Parent
Camp Verde, AZ 86322

To whom it may concern:

Hello! My name is Cody Carter and I am coordinating Camp Verde High School's Work Experience and Internship programs. I need your help in making this a growing and successful venture in which the community, school, and our students can all benefit. The emphasis of our program is to build strong employees for all businesses. We currently have training programs in the following areas: 1. Agriculture, 2. Automotive, 3. Cabinetry, 4. Culinary Arts, 5. Digital Graphics, 6. Photography, 7. Fire Science, 8. Ceramics, 9. Sports Medicine and 10. Welding.

As you probably know, state and federal laws restrict employment of youth in certain industries. My job is to assist young adults like your son/daughter trained in specific areas of industry, help you find employment or necessary training to effectively remove those employment restrictions. I will then work with the companies in furthering your son's/daughter's education needs to be productive employees that will asset to the company they work for. The restrictions to your son/daughter will then only be the amount of hours and times of day that you are able to work.

As a student at Camp Verde High School your son/daughter spent their first two years in a chosen Career Technical Education Program where they receive foundational training. After the second year of training we are encouraging your son/daughter to seek employment. It is advantageous to your son/daughter as they can earn an additional two (2) credits by enrolling into the Work Experience course their Junior year, and another two (2) credits by enrolling in the Internship course their Senior year and get paid for it.

The big question is, "How will this help your son/daughter?" The answer is we can assist your son/daughter in finding employment in which they have received adequate training. We will assist your son/daughter in developing into a quality employee that will directly benefit their employers business establishment. To learn more or to answer any questions you may have about youth employment please feel free to call me at (928) 203-2659 or email me at work@cvhs-ffa.org.

Respectfully Yours,

Cody Carter

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May 21, 2009

Potential Youth Employer
Camp Verde, AZ 86322

To whom it may concern:

Hello! My name is Cody Carter and I am coordinating Camp Verde High School's Work Experience and Internship programs. I need your help in making this a growing and successful venture in which the community, school, and our students can all benefit. The emphasis of our program is to build strong employees for all businesses. We currently have training programs in the following areas: 1. Agriculture, 2. Automotive, 3. Cabinetry, 4. Culinary Arts, 5. Digital Graphics, 6. Photography, 7. Fire Science, 8. Ceramics, 9. Sports Medicine and 10. Welding.

As you probably know, state and federal laws restrict employment of youth in certain industries. My job is to help you find young adults trained in your area of industry, effectively removing those employment restrictions. I will then work with your company in furthering the students education to be productive employees that will benefit your company. The restrictions of our youth will then only be the amount of hours and times of day they will be able to work.

Students at Camp Verde High School spend their first two years in a chosen Career Technical Education Program where they receive foundational training. After the second year of training we encourage our students to seek employment. It is advantageous to the student's as then they can earn an additional two (2) credits by enrolling into the Work Experience course their Junior year, and another two (2) credits by enrolling in the Internship course their Senior year and they get paid for it.

The big question is, "How will this help me?" The answer is we can assist you in finding the right personnel with adequate training for your business. We can work with you to develop a quality employee that will directly benefit your business establishment. To learn more or to answer any questions you may have about youth employment please feel free to call me at (928) 203-2659 or email me at work@cvhs-ffa.org.

Respectfully Yours,

Cody Carter

Camp Verde High School

WORK EXPERIENCE TRAINING AGREEMENT

STUDENT-WORKER: _____ SS#: _____

COMPANY: _____

ADDRESS: _____

CITY

ZIP CODE

SUPERVISOR: _____

PHONE

JOB DESCRIPTION: _____

RATE OF PAY: _____

The following agreement between the above named parties as follows:

The STUDENT-WORKER recognizes that the job experiences will contribute to his/her work objectives and agrees.

1. To be regular in attendance, both in school and on the job. To not report to work on days absent with out teacher's permission.
2. To perform all training station and classroom responsibilities to their best to the best or his/her abilities.
3. To complete and turn in on time all work experience reports, paperwork, etc.
4. While on the job, abide the rules and regulations of both work station and at Camp Verde High School.
5. To consult with the work-experience coordinator about any difficulties arising or related to the work station.
6. To provide his/her own means of transportation to and from the work station.
7. Not to sever employment with the work station without approval of the work-station coordinator.
8. If your job has been secured by the work experience coordinator or gained as a result or your participation in the work experience program, to relinquish this job if you should drop out of school or from this program.

The WORK STATION will:

1. Provide a variety of experience for the student-worker that will give him/her the opportunity to learn a variety of work skills.
2. Endeavor to schedule the student-worker at least 12 hours per week and not exceed the maximum during the week days.
3. Abide by all Federal and State regulations regarding employment.
4. Help in completion of all program paperwork, which includes training agreement, training plans, progress reports and time verifications.
5. Consult with the work-experience coordinator any difficulties arising at the work station that involves the student-worker.
6. Reinforce safety instructions and practices related to the job
7. Not cancel this agreement without first notifying the work experience coordinator.
8. Not discriminate in employment practices on the basis of sex, race, color, handicap or national origin.

PARENTS agree:

1. To encourage the student-worker to carry out effectively him/her duties and responsibilities both in the classroom and on the job.
2. To be responsible for the actions of the student- worker while on the job.
3. To fill out and sign the Work Experience Hold Harmless and Transportation agreement.
4. To allow all parties to this agreement to communicate confidential or sensitive information concerning your child.
5. To allow your son or daughter to be tested for illegal drugs at the discretion of the employer or the school.
6. Except for gross-negligence, to hold harmless the work station identified in this agreement for any harm that may befall your child as a result of his or her participation in the work experience program.

The WORK-EXPERIENCE COORDINATOR agrees:

1. To provide general employment skills instruction.
2. To periodically observe to student-worker on the job and visit with work station supervisor in order to aid in the student-worker's development.
3. To consult with the work station supervisor in the evaluation of the student-worker.
4. To maintain records of your child's participation in the Work Experience program.

Student-Worker

Date

Parent

Date

Work-station Supervisor

Date

Work-Experience Coordinator

Date

Cooperative Education Mandatory Student Leadership Development Requirements

1. Students enrolled in Work Experience will participate in five (5) Career Technical Student Organization leadership activities each semester.
2. Students will plan and participate in five (5) hours of community service each semester.
 - a. Students must actively participate in the planning of one community service activity by serving on or chairing a committee during the school year.
 - b. The committee will create certificates to award to students that participate which will state the number of hours student participated, signed by the chairman, and signed by the sponsor.
 - c. All CTSOs have many scheduled community service activities scheduled throughout the year or the class can develop their own community service project each semester. Some examples are the Bread of Life Ministry, Old Church Cleanup, Elderly Yard Clean-Up Service, etc...

Cooperative Education Course Sequence

Junior Year –

Work Experience Course – 1 credit,

- The work experience class will teach basic employment competencies.
- Student can receive credit for the course only if they do not complete the hours of necessary employment.
- To receive credit students can miss no more than 10 days of class for the school year.
- School excused absences do not count towards the 10 absences.
- 2 additional credits for completion of 240 hours of work plus two evaluations per semester.
- To receive the additional credits students must be passing all classroom work.

Senior Year –

Internship Course – 2 credits

- Students are to complete 240 hours of work plus two evaluations per semester.
- Students can miss no more than 10 days in any class for the school year or they will lose credit.
- School excused absences do not count towards the 10 absences.
- Progress on three work developed competencies per semester.
- All paperwork must be completed and returned on time.
- No partial credit will be awarded.

Work Experience Course Competencies

1. Students will research various careers and develop a Career Plan.
 - 1.1. Research and analyze a variety of Career Options
 - 1.2. Develop short and long term career goals.
 - 1.3. Develop a timeline for reaching long term goals.
 - 1.4. Chose a vocation and research commitment to reach that vocation.
 - 1.5. Construct a career portfolio.
2. Students will research, discuss, and address workplace equity issues.
 - 2.1. Harassment
 - 2.2. Sexual harassment
 - 2.3. Sexual discrimination
 - 2.4. Favoritism
 - 2.5. Nepotism
 - 2.6. Retaliation
3. Student will develop written and visual communication skill necessary to secure employment. The student will write a:
 - 3.1. Letter of Application
 - 3.2. Resume
 - 3.3. Job Application
 - 3.4. Scholarship Applications
 - 3.5. Letter of Acceptance
 - 3.6. Letter of Thanks
 - 3.7. Letter of Intent
 - 3.8. Letter of Resignation
 - 3.9. Examples of written work
 - 3.9.1. Essays
 - 3.9.2. Visual Presentations
 - 3.9.3. entrepreneurship
 - 3.9.3.1. website
 - 3.9.3.2. letterhead
 - 3.9.3.3. business card
 - 3.9.3.4. written advertisements

4. Student will demonstrate oral communication skills necessary to secure employment. The student will:
 - 4.1. work in a group setting to meet community service needs.
 - 4.2. participate in leadership activities through Career Technical Student Organizations.
 - 4.3. make oral presentations of findings and research.
 - 4.4. answering job interview questions. Mock and Closing Interviews.
 - 4.5. customer service communication skills.
5. Students will demonstrate business and financial practices necessary for life. Students will develop skills in:
 - 5.1. basic accounting.
 - 5.2. finance
 - 5.3. investing.
 - 5.4. taxes
 - 5.5. business planning.
6. Students will be able to identify, compare, and contrast leadership styles in management of employees.
 - 6.1. Directive
 - 6.2. Supportive
 - 6.3. Direct vs. Indirect
 - 6.4. Aggressive
 - 6.5. Non-supportive
 - 6.6. Adversarial
7. Students will demonstrate and understand safety in the workforce.
 - 7.1. Occupational Safety and Health Administration (OSHA)
 - 7.2. Employee Responsibility
 - 7.3. Employer Responsibility
8. Student will understand the legal rights and responsibilities of employment.
 - 8.1. employee's rights and responsibilities.
 - 8.2. employer's rights and responsibilities.
 - 8.3. due process
 - 8.4. tenure
 - 8.5. probation
 - 8.6. troubleshooting

What goes into a Career Portfolio?

1. Career Plan
 - 1.1. Short Term Goals
 - 1.2. Long Term Goals
 - 1.3. Timeline
2. Resume
3. Letter of Application
4. Generic Job Application
5. Five letters of reference / recommendation.
6. Letter of Acceptance
7. Scholarship Application
8. Letter of Acceptance
9. Letter of Thanks
10. Letter of Intent
11. Letter of Resignation
12. Agreements and Job Description
13. Photo Report of Work Experience
14. Record of Community Service and Leadership Activities
15. Record of CTE Skills
16. Copies of Awards and Accomplishments

What goes in your Notebook?

1. Workplace Equity
2. Visual Presentations
3. Entrepreneurship Assignments
 - 3.1. Letter head
 - 3.2. Business Card
 - 3.3. Advertisements
 - 3.4. Website
 - 3.5. Business Plan
 - 3.6. Marketing Plan
4. Financial Practices Notes
5. Management Notes and Presentations
6. Legal Rights and Responsibility Notes and Presentations