

# T. F. Riggs High School Youth Internship Program Requirements and Guidelines

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## Eligibility for the Youth Internship Program

- Student must be a Senior (Grade 12) at Riggs High School
- Student must be at least 16 years of age
- Student must be making satisfactory progress toward graduation  
**(Meeting both grade and attendance requirements)**

## Application for the Youth Internship Program

- Visit with the career counselor and/or the Youth Internship Coordinator to establish preliminary eligibility and program requirements
- Obtain and complete the following forms:
  - Job Information
  - Class Schedule
  - Employability Agreement
- School approval of your job site needs to be completed by the 14<sup>th</sup> day of the current school year (or by the 14<sup>th</sup> day of your enrollment at Riggs High School if enrollment is not at the beginning of the current year)

## Course Requirements for two (2) Elective Credits:

- Complete one full year of employment
- Complete a minimum of 360 hours of work experience
- Receive a satisfactory final evaluation
- Submit a copy of paid work hours (Work Calendar—provided by instructor)
- Complete weekly job performance self-evaluation

## Supervision of Youth Internship Experience

- Formal evaluation by work place supervisor each 9-week period.
- You are directly responsible to your job supervisor. Additional supervision and guidance may be given by other qualified staff personnel in the work area as approved by the job site supervisor.

## Responsibilities of the Youth Internship Student

- Attendance
  - Maintain assigned days and times  
(Schedule changes must be approved by job site supervisor and reported to The Youth Internship Coordinator)
- Appearance
  - You are expected to dress appropriately for your work site. You are expected to maintain appropriate personal grooming.
- Evaluation and Grading
  - You will receive regular and on-going evaluations and feedback on your job performance. The Youth Internship grade will be based on the employer evaluations and classroom performances.

- Daily Procedures
  - You are expected to take responsibility for maintaining your work schedule.
  - You are expected to promptly inform both your employer and the school if you will be absent or late.
  - You are expected to obey all policies and regulations at the work site and at school.
  - If you remain on the school grounds for any reason during your regular work release time, you are to report to the Youth Internship Coordinator.

Changing of Job Site and/or Termination of Job

\*\*\*Non-compliance with the following will result in the deduction of all documented hours (during the current year) from the first job that was school approved.

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\*\*\*If you are terminated from a school approved job you will not earn the two (2) credits for the current year.

- Notify your job site supervisor immediately when a work-related problem arises (including schedule changes). Mediation is always an option and a desirable step.
- Notify your job site supervisor immediately if a schedule change is required.
- Changing a job site is permissible with the following provisions:
  - The change is a job improvement or promotion.
  - You have informed the Youth Internship Coordinator.
  - You have given appropriate notice to your current/former employer.
  - You have completed the required school applications and approval forms for the new job site.
  - You have received school approval for the new job site.

To receive Youth Internship Credit

- Student must successfully complete the full year on the job site.
- Student must complete a minimum of 360 hours of work experience each year.
- Student must receive a satisfactory or higher final evaluation from the job site supervisor.
- Awarding of credit toward graduation requirements is contingent on satisfactory completion of year enrolled in the Youth Internship Program.

I have read and understand the guidelines for the Youth Internship Program. I understand that graduation credit will be granted for work experience only when Youth Internship Program requirements are met.

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Student

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Date