

Youth Internship Experience

Enclosed you will find the following:

- ✓ Requirements and Guidelines
- ✓ Employability Agreement
- ✓ Student Evaluation
- ✓ Employer Evaluation
- ✓ Employment Termination
- ✓ Employment Change Request
- ✓ School Schedule

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

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 14th day of the current school year (or by the 14th 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.**

***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.

Student

Date

**T. F. Riggs High School
Youth Internship Program
Employability Agreement**

PARTIES TO THE AGREEMENT

Student Name

Job Title

Employer

Business

EXPECTATIONS FOR EMPLOYERS

The employer agrees to:

- Provide the student paid Youth Internship experience in the above named job. The student's placement in the job is for the purpose of providing work experience.
- Evaluate the student's progress once during a 9-week period and complete a brief progress report for each school grading period.
- Provide an experienced and qualified workplace supervisor.
- Accord the student the same consideration given other employees in regard to safety, health, social security, general work conditions and other company specific regulations.

EXPECTATIONS FOR STUDENTS

The student agrees to:

- Maintain scholastic averages acceptable to school.
- Adhere to employer's company policy; employment may be terminated for the same reasons as other employees.
- Adhere to appropriate regulations, policies, safety procedures, and program guidelines established by the school, the employer, and the Youth Internship Program Coordinator.
- Regular attendance at school and on the job. If unable to report to work, the employer and coordinator will be notified before the start of the normal work/school day.
- Communicate to the Youth Internship Coordinator any concerns or conditions that are interfering with progress at school or at the workplace.

EXPECTATIONS FOR YOUTH INTERNSHIP COORDINATOR

The Youth Internship Coordinator agrees to:

- Serve as the point of contact for all program activities and foster effective communication links among the school, parents and guardians, the workplace, and the student.
- **Visit the student and supervisor at the place of employment to determine progress and obtain direct feedback concerning the student's performance.**

SIGNATURES

Student

Youth Internship Coordinator

Date

Date

Employer or Supervisor

Date

**T. F. Riggs High School
Youth Internship Program
Student Weekly Self-Evaluation**

Student _____

Place of Employment _____

Work Week # _____

Date Due _____

Please indicate the letter grade you would give yourself for this week (i.e., A, B, C, etc.) _____

Please rate the student on the following traits as you have observed during their employment.
(4) Excellent; (3) Above Average; (2) Average; (1) Below Average; (0) Unsatisfactory

CRITERIA	RATING
Progress on the Job	4 3 2 1 0
Punctuality – On time and ready for work	4 3 2 1 0
Reliability – Completes assigned tasks in acceptable manner	4 3 2 1 0
Dependability – Good attendance for assigned work hours... Willing to put in additional hours when needed	4 3 2 1 0
Appearance – As compared to other employees	4 3 2 1 0
Industry – Works to the best of their ability	4 3 2 1 0
Aptitude – Shows ability to learn and apply knowledge	4 3 2 1 0
Initiative – Is able to see things that need to be done	4 3 2 1 0
Attitude – Toward job and other employees	4 3 2 1 0

You must write a paragraph summarizing your experiences this week; great, good, bad, or ugly. Please use the back of this form to write this paragraph.

**T. F. Riggs High School
Youth Internship Program
Employer's Rating of Student**

Student _____

Place of Employment _____

Coordinator _____

Supervisor _____

Please indicate the letter grade you would give the student for this quarter (i.e., A, B, C, etc.) _____

Please rate the student on the following traits as you have observed during their employment.
(4) Excellent; (3) Above Average; (2) Average; (1) Below Average; (0) Unsatisfactory

CRITERIA	RATING
Progress on the Job	4 3 2 1 0
Punctuality – On time and ready for work	4 3 2 1 0
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Aptitude – Shows ability to learn and apply knowledge	4 3 2 1 0
Initiative – Is able to see things that need to be done	4 3 2 1 0
Attitude – Toward job and other employees	4 3 2 1 0

Please make additional remarks/comments/suggestions:

**T. F. Riggs High School
Youth Internship Program
Termination of Employment**

Student _____ **Date** _____

Place of Employment _____

Supervisor _____ Phone _____

To be completed by the student:

Reason(s) for termination of Youth Internship Position:

Was there anything that you could have done to prevent the loss of your Youth Internship position?
(explain)

To be completed by the job site supervisor:

Reason(s) for termination of Youth Internship position:

What options (if any) were given to the Youth Internship student for correcting the situation that resulted in job termination?

I understand that termination from employment may result in a loss of two (2) credits toward graduation requirements.

Student Signature

Date

Employer/Supervisor Signature

Date

Youth Internship Coordinator

Date

**T. F. Riggs High School
Youth Internship Program
Request for Change of Employment**

Student _____

Date _____

Current Employment:

Place of Employment

Address

Supervisor

Phone Number

New Employment Opportunity:

Place of Employment

Address

Supervisor

Phone Number

Reason(s) for Changing Employment:

Student Signature

Date

REQUIREMENTS FOR CHANGE OF EMPLOYMENT:

1. Change must be for the better (i.e., a position that better matches your career choices; is a promotion or advancement in salary; or requires a higher degree of skill application).
2. You must inform the Youth Internship Coordinator before the change takes place and complete all required School T Work Program forms.
3. Your new job site must be school approved before any hours will be credited toward the Youth Internship Program.

****Non-compliance will result in the deduction of all documented hours obtained during the current semester for the Youth Internship Program.**

Date Request Received

Youth Internship Coordinator

Change approved (date and initial): _____ Yes _____ No

**T. F. Riggs High School
Youth Internship Program
School Schedule**

The following is the daily time schedule for classes at Riggs High School.

Period 1	7:45 – 8:40	
Period 2	8:45 – 9:35	
Period 3	9:40 – 10:30	
Period 4	10:35 – 11:25	
Period 5 A	11:30 – 11:56	
B	12:01 – 12:27	
C	12:32 – 12:58	
Period 6	{	**Youth Internship Class Time
Period 7		

**The first semester of the Youth Internship Program, we ask that the students be allowed to stay in class until 1:30 p.m. on Mondays and Fridays. We are better able to serve all involved through this contact with our students. If for any reason this time restriction is difficult for your business, please feel free to discuss this issue with us. If necessary, we can make other arrangements to best meet the needs of your business, as well as, our student.