

Howard School District
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Youth Internship Program

Information Packet

For more information, contact the Youth Internship Coordinator

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Howard School District Youth Internship Program

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Howard School District Youth Internship Program

General Information

The Youth Internship Program provides an opportunity to link education and work on a continuous basis. The core of the Youth Internship Program includes a change in the way students are taught by focusing on application rather than lecture, and by connecting students to the world of work in their community. Another key purpose of the Youth Internship Program is to give students work experience in a career field they are interested in but yet do not have any work experience in; therefore, students will not be placed into an internship that overlaps with their current work experience.

Students may choose to participate in the Youth Internship Program for either .5 or 1 credit. Students taking this class for .5 credit per semester and will work at the job site a minimum of 40 minutes per school day. Students taking this class for 1 credit per semester and will work at the job site a minimum of 90 minutes per school day. Students will be responsible for their own transportation to and from job site. Carpooling with other students is not allowed. Also, the Youth Internship Program is for credit only with no monetary compensation given.

Grading for the internship is 75% from work evaluations and 25% from a portfolio. Also, attendance cannot raise a grade but it can lower the grade depending on number of absences. Absences for school activities are excused but time missed on worksite must be made up.

The student (also the parent), site supervisor, and teacher-coordinator will sign a **Training Agreement** which is binding to all three parties. However, this training agreement may be cancelled for sufficient cause at any time provided due notice is given to all parties concerned.

The student is to receive a variety of experiences while working at the training site. The student will work up to the agreed number of hours (approximately 50 hours for .5 credit and 110 hours for 1 credit) and the agreed upon days of the week. This student will take the regularly scheduled school vacations. These days **DO NOT DECUCT** from the required hours.

The students are responsible for their conduct and attendance while in training. If they are unable to report to their training site, it is up to them to let the supervisor know that they will be unable to be at work that day. The training site is to treat the student just as they would an employee as far as tardiness, absences, etc., are concerned. Since this is to be a practical experience for the student, the training site has the privilege of personal interviews about work performance, absences, etc. The student will follow the dress code established by the training site. The final evaluation instrument for this program will be kept in the student's permanent file at Howard High School

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Entrance Requirements

Youth Internship Program Student Requirements:

1. Must be a senior at Howard High School.
2. Must be at least 16 years of age.
3. *Must have fewer than 10 absences (taken from previous semester's attendance records).
4. *Must have at least a 2.0 cumulative grade point average
5. Make application to the Youth Internship Program through the Youth Internship Program Coordinator.
6. Prefer entrance during registration but may enroll in Youth Internship Program as late as 3 days after beginning of new semester. If several students are requesting same placement, the student enrolling in Youth Internship Program earlier will get preference in placement.
7. Youth Internship Program Coordinator will arrange employer interviews. The employers will interview students and decide which student they will select.

* Student may request that his/her attendance record and/or cumulative grade point average to be reviewed by a committee composed of the Youth Internship coordinator, counselor, and principal. This request must be in writing.

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Training Site Procedures

Training Site: Report the following daily to Howard HS secretary at 772-5515

1. Absences and/or tardies. Students may be sent home for the following reason. If so, the student is considered absent.
 - a. Inappropriate dress
 - b. Unprofessional conduct
2. Leaving the training site early.

Guidelines

Students are NOT expected to report to training site during snow days, holidays, or when school is not in session.
(See enclosed calendar.)

Students must check with the training site BEFORE they are absent for a school activity.

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RESPONSIBILITIES OF THE STUDENT, BUSINESS PARTNER, AND COORDINATOR

The Student-Learner agrees:

1. to be regular in attendance at the training site.
2. to perform his/her training site responsibilities and classroom responsibilities in an efficient manner.
3. to show honesty, punctuality, courtesy, and cooperative attitude, proper health and grooming habits, appropriate dress, and willingness to learn.
4. to conform to rules and regulation of the supervising office.
5. to furnish the teacher-coordinator with necessary information about his/her training program and to complete all necessary reports.
6. to consult the teacher-coordinator regarding any difficulties arising at the training site or related to his/her training program.
7. to be responsible for the travel to the training site.
8. required to be present at the job site a minimum of 40 minutes each school day to earn .5 credit a semester and a minimum of 80 minutes each school day to earn 1 credit a semester.
9. use of non-school day as make up days (or study hall during a school day).

The Training Station agrees:

1. to provide a variety of work experience for the student-learner that will contribute to the attainment of his/her career objectives. (see task list)
2. to endeavor to train the student-learner for the agreed number of minutes each day and each week for the entire training period.
3. to assist in the evaluation of the student learner.
4. to provide time for consultation with the teacher-coordinator concerning the student-learner and to discuss with the teacher-coordinator any difficulties the student-learner may be having.
5. to provide available instructional material and occupational guidance for student-learner.
6. to identify basic skills that the student may be lacking to the teacher-coordinator.

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7. to provide attendance information to the teacher-coordinator in a timely manner. (When a student is absent, the training station supervisor will contact the Howard High School secretary at 772-5515 immediately.)
8. at this training site, the trainees will be termed volunteers. The responsibilities for covering Workman Compensation on the trainee will be determined by (SDCL 62-1-4.1).
9. to be responsible for the action of the student while at the training site, or while operating a vehicle or equipment on behalf of the training station. This shall apply to injury or damage to third persons caused as a result of negligent action of the student.

The Teacher-Coordinator agrees:

1. to see that necessary related classroom instruction is provided in areas indicated as “needed” by the employer.
2. to make periodic visits to the training station to observe the student-learner, to consult with the employer and training supervisor and to provide any assistance with training or the student-learner.
3. to assist in the evaluation of the student-learner.
4. to provide liability and workman’s compensation information to the training station.

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Requirements to Stay in Youth Internship Program

1. May not have any unexcused absences from work. Failure to contact training site advisor may cause termination in participation in program.
2. Must maintain a 2.0 cumulative GPA. (*Waiver students maintain agreed upon GPA)
3. Must maintain a C or better in the Youth Internship program. Student's grade is based on employer's and Youth Internship Coordinator's assessments.
4. Will receive credit toward graduation upon successful completion of the program.
5. Must follow all company and school policies and procedures.
6. Must show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and willingness to learn.
7. Must attend school to be able to work that day.
8. Must complete activities as outlined on page.

Grading Scales for School to Work Youth Internship Class

75% Employer

Student must log a minimum of 110 hours per semester for 1 credit hour.

Student must log a minimum of 50 hours per semester for .5 credit hours.

Note: Students not logging enough hours may lose points from employer portion of the grade.

25% Skills Portfolio

Attendance*

Attendance cannot raise a grade, but it can lower the grade depending on the grade depending on the following absences:

A 0-3

B 4-6

C 7-9

F 10 or more

*Per Semester

NOTE: School activities absences will not count against attendance. Unexcused absences will count against attendance but medical absences will be determined on a case by case basis. Remember that hours missed for any absence must be made up unless you have extra hours accumulated. Remember it is your responsibility to call worksite and let them know of any absences before your scheduled work time.

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Confidentiality Form

DATE

I, _____, a participant in the Youth Internship Program, acknowledge that I have been informed that I may come into contact with privileged information while at the training site.

I hereby understand and promise that I will not divulge any privileged or confidential information to anyone including classmates and relatives. If I break this promise, I will be subject to disciplinary action, including termination of my participation in the program and will be responsible for damages arising from any irresponsible actions on my part.

Student-Trainee

Training Site Supervisor

Youth Internship Coordinator

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Youth Internship Program Application Form

Directions: Print in black ink or type all answers. Read carefully and fill in items completely. Incomplete or unsigned applications will not be accepted.

1. Name: _____

2. Mailing Address: _____

3. Phone Numbers: _____

4. List names, titles, addresses, and phone numbers of three references:

Name	Title	Address	Phone #
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Education and Training

5. Expected year of graduation: _____

Cumulative GPA: _____ (Must have at least a 2.0*)

Number of Absences Semester 1 Junior Year: _____ (Fewer than 10 absences*)

**NOTE: Student may request that his/her attendance record and/or cumulative GPA to be reviewed by a committee composed of the Youth Internship coordinator, counselor, and principle. This request should include what student will do to improve attendance and/or semester GPA. This request must be in writing.*

6. List any education experiences other than high school that you may have. Examples: college class, vocational school, apprenticeship, military training etc.

7. List any Special Skills you possess:

8. List any relevant certificates, licenses, or registrations you possess, or specialized classes you have taken. Include expiration dates. (Attach sheet if needed)

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Work History

9. Begin with your current or most recent position and work backwards. **Be as accurate and complete as possible**, especially in describing the duties of each position. If you need more space, attach additional sheets using the same format.

Date of employment: From (mo/yr) _____ to _____ Total years _____ Months _____

Job Title _____ Starting Salary _____ Ending Salary _____

Business _____ Type of business _____

Business address _____ Phone _____
(City) (State)

Supervisor's name and title _____

Number of employees you supervised _____ Avg. hours worked per week __1-10 __11-20 __21-30 __31+

Reason(s) for leaving _____

Complete description of duties: _____

Date of employment: From (mo/yr) _____ to _____ Total years _____ Months _____

Job Title _____ Starting Salary _____ Ending Salary _____

Business _____ Type of business _____

Business address _____ Phone _____
(City) (State)

Supervisor's name and title _____

Number of employees you supervised _____ Avg. hours worked per week __1-10 __11-20 __21-30 __31+

Reason(s) for leaving _____

Complete description of duties: _____

10. Circle which semester(s) you wish to take internship? 1st semester only, 2nd semester only, or Both semesters

11. Circle how periods do you wish to intern? 1 period (.5 credit per semester) or 2 periods (1 credit per semester)

12. List at least two career areas that you are interested in. _____

13. Signature – By signing this application, you are certifying that the information is true, correct, and complete to the best of your knowledge and belief. Unsigned applications will not be considered.

Signature _____ Date _____

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Howard School District Youth Internship Evaluation Sheet

Student: _____ Business _____

Supervisor: _____ Date: _____

Rating Scale:

Rate each item in accordance with the following scale. Circle the appropriate number.

- 5 – Possesses an outstanding quality in this job expectation.
- 4 – Performance/ability is excellent.
- 3 – Performance/ability is good.
- 2 – Performance/ability is average.
- 1 – Performance/ability is below/average.
- 0 – Performance/ability is lacking.

Thank-you for taking the time to complete the evaluation. Please comment as it applies to each category.

Personal Qualities:

Attendance	5 4 3 2 1 0
Punctuality	5 4 3 2 1 0
Appropriate attitude is displayed at the workplace	5 4 3 2 1 0
Dress and appearance are appropriate for the workplace	5 4 3 2 1 0
Cooperation with other employees is appropriate	5 4 3 2 1 0
Communication with employees and customers is appropriate	5 4 3 2 1 0
Integrity and honesty is displayed at the workplace.	5 4 3 2 1 0
Practice confidentiality	5 4 3 2 1 0
Total _____	

Comments: _____

Job Performance:

a. Displays enthusiasm toward the work site.	5 4 3 2 1 0
b. Motivation to finish a task is displayed.	5 4 3 2 1 0
c. Meets productivity expectations.	5 4 3 2 1 0
d. Shows initiative and self-motivation.	5 4 3 2 1 0
e. Willing to attempt various approaches to completing assignments.	5 4 3 2 1 0
f. Demonstrates willingness to accept responsibility for quality of work.	5 4 3 2 1 0
g. Willingness to participate in job-related activities beyond the scheduled time.	5 4 3 2 1 0
h. Demonstrates progress in learning career-related skills.	5 4 3 2 1 0
i. Follows directions – verbal and written.	5 4 3 2 1 0
Total _____	

Comments: _____

Career Preparation:

a. Accepts guidance.	5 4 3 2 1 0
b. Displays interest in the career field.	5 4 3 2 1 0
c. Displays abilities necessary for success in career field.	5 4 3 2 1 0
d. Displays interest in continued learning of career field.	5 4 3 2 1 0
Total _____	

Comments: _____

Recommended Grade for youth internship student: A B C D F

Additional comments: _____

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STUDENT COMPETENCY ACHIEVEMENT

Directions: Evaluate the student by checking the appropriate number to indicate the degree of competency. The rating for each task should reflect employability readiness rather than a grade given in class.

Rating Scale: 3 Mastered--can perform independently with no supervision
 2 Requires Supervision—can perform task completely with supervision/training
 1 Not Mastered—requires instruction or close supervision
 0 No Exposure—no experience or knowledge in this area

SECRETARY

WORKPLACE SKILLS

3	2	1	0	
				Follow attendance policy
				Perform tasks on training plan
				Demonstrate safety procedures
				Maintain appropriate records
				Follow directions
				Demonstrate appropriate dress
				Practice appropriate business ethics
				Attain acceptable productivity
				Practice confidentiality

ORGANIZING AND PLANNING FUNCTIONS

3	2	1	0	
				Arrange conferences
				Make transportation arrangements
				Explain office procedures

MAINTAINING EQUIPMENT AND SUPPLIES

3	2	1	0	
				Order and maintain inventory of supplies
				Demonstrate equipment use
				Provide minor maintenance of equipment

MANAGING RECORDS AND FILES

3	2	1	0	
				Maintain filing system
				Retrieve information from files
				Maintain file of addresses and telephone numbers

PERFORMING FINANCIAL FUNCTION

3	2	1	0	
				Maintain petty cash fund
				Prepare bank deposits and reconcile bank statements
				Complete vouchers for payment
				Prepare office payroll
				Process accounts receivable/payable

PERFORMING KEYBOARDING AND TRANSCRIBING

3	2	1	0	
				Create spreadsheet
				Key documents and mailing labels
				Proofread documents for content, format, etc.
				Complete preprinted forms

PERFORMING CLERICAL ACTIVITIES

3	2	1	0	
				Act as Notary Public
				Answer incoming telephone calls
				Process mail
				Make photocopies

ORGANIZING LEGAL INFORMATION AND RECORDS

3	2	1	0	
				Locate information in legal reference materials
				Prepare statements to clients
				Type attorney's time analysis
				File documents in court

Site Supervisor/ Signature

Date

Student Trainee's Signature

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Directions: Evaluate the student by checking the appropriate number to indicate the degree of competency. The rating for each task should reflect employability readiness rather than a grade given in class.

Rating Scale: 3 Mastered--can perform independently with no supervision
 3 Requires Supervision—can perform task completely with supervision/training
 2 Not Mastered—requires instruction or close supervision
 1 No Exposure—no experience or knowledge in this area

TIRE & AUTOMOTIVE AUTO REPAIR

WORKPLACE SKILLS

3	2	1	0	
				Follow attendance policy
				Perform tasks on training plan
				Demonstrate safety procedures
				Maintain appropriate records
				Follow directions
				Demonstrate appropriate dress
				Practice appropriate business ethics
				Attain acceptable productivity
				Practice confidentiality

BASIC UNDER HOOD SERVICE

3	2	1	0	
				Vacuum check
				Compression check
				Plugs & wires check and replace
				Belts inspect and replace
				Hoses inspect and replace
				Check fluid levels
				Oil changes
				Air filter
				Fuel filter
				Timing check and adjust
				PCV valve check and replace

ENGINE REPAIR

3	2	1	0	
				Perform engine vacuum tests; determine needed repairs
				Perform oil pressure tests; determine needed repairs

CLUTCH DIAGNOSIS AND REPAIR

3	2	1	0	
				Remove and install transmission
				Transaxle diagnosis and repair
				Drive shaft and universal joint diagnosis and repair

3	2	1	0	
				Rear axle diagnosis and repair

PERFORM COOLING SYSTEMS TEST DETERMINE REPAIRS

3	2	1	0	
				Clean, inspect, test, and replace fan, fan clutch, and fan shroud

SUSPENSION AND STEERING

3	2	1	0	
				Steering systems diagnosis and repair
				Suspension systems diagnosis and repair
				Front suspensions
				Rear suspensions
				Inspect and replace shock absorbers
				Wheel and tire diagnosis and repair

BRAKES

3	2	1	0	
				Hydraulic system diagnosis and repair
				Drum brake diagnosis and repair
				Disc brake diagnosis and repair
				Diagnose wheel bearing noise, wheel shimmy and vibration problems; determine needed repairs

ELECTRICAL SYSTEMS

3	2	1	0	
				Electrical system diagnosis
				Battery diagnosis and repair
				Starting system diagnosis and repair
				Charging/Lighting system diagnosis and repair

Site Supervisor/ Signature

Date

Student Trainee's Signature