Internship Handbook for Students

Tips for creating and maintaining a successful internship

SPRING INDEPENDENT SCHOOL DISTRICT
CAREER AND TECHNICAL EDUCATION (CTE) DEPARTMENT

Carl Wunsche Sr. High School
900 Wunsche Loop
Spring, Texas 77373
(281) 891-7650

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Política de discriminación
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<table>
<thead>
<tr>
<th>CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of the Internship Program</td>
<td>3</td>
</tr>
<tr>
<td>Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Attendance and Transportation Guidelines</td>
<td>6</td>
</tr>
<tr>
<td>Strategies for a Successful Internship</td>
<td>7</td>
</tr>
<tr>
<td>What to Expect</td>
<td>8</td>
</tr>
<tr>
<td>Senior Internship Check List</td>
<td>9</td>
</tr>
<tr>
<td>Sample Resume</td>
<td>10</td>
</tr>
<tr>
<td>Thank You Letter Format</td>
<td>11</td>
</tr>
<tr>
<td>Forms and Evaluations</td>
<td>12-22</td>
</tr>
<tr>
<td>Contact Information</td>
<td>23</td>
</tr>
</tbody>
</table>
INTERNERSHIP OVERVIEW

WHAT IS AN INTERNSHIP?

An internship is a well-defined short-term learning experience to help you, the student, prepare for a chosen career field. You will be applying the skills you learned in your classroom to a career experience. Typically, you will be mentored by practicing professionals in real-world experiences.

In order to receive credit for an internship, all student internship experiences must have the prior approval of both the Academy Leader and the applicable CTE teacher. The type of internship assigned to each student will be determined by availability, meeting appropriate requirements, Academy Leader and CTE teacher approval. There are four types of internships at Carl Wunsche High School. They are:

1. **Certification Internship (CertPI)** – Students participating in an internship program leading to a certification will participate until the required number of experience hours has been reached and the student is eligible to sit for the certification exam. The number of hours is determined by the certification requirements. This internship may take place during a mentorship class, after school or by special arrangement during school hours. Students in the third year of CTE coursework or the Senior Advanced Classes are encouraged to perform a Business Partner Internship.

2. **Business Partner Internship (BPI)** – Knowledge and skills obtained through CTE coursework is applied while participating in a business or industry setting (minimum 30 hours required). This internship may take place during a mentorship class, after school or by special arrangement during school hours. Students in the third year of CTE coursework or the Senior Advanced Classes are encouraged to perform a Business Partner Internship. Utilizing your pathway skills for a non-profit business may also be documented and utilized as internship service.

3. **Community Partner Internship (CPI)** - provides students with exposure to their career pathway while experiencing relevant, real-world, business or industry issues; the projects may be accomplished on or off campus through field trips, volunteer experiences, data gathering opportunities, and/or meeting with industry professionals (minimum 30 hours required). Internship grades will be based on evaluations provided by the Community Partner as well as the additional requirements outlined below. The average of these grades will count as 50% of the overall CTE grade for the “Progress Report” and “Report Card” during the six-week period in which the internship is completed.

An internship bus is provided for transportation to locations within the district area during school hours only.

Additional Grading Requirements:

- **Internship grades** - will be based on evaluations provided by the business partner or community partner, as well as the additional requirements outlined below. The average of these grades will count as two major CTE grades for the six-week period in which the internship is completed.

- **Daily Journal & Time Sheet** – form is due to Academy Leader with the mid and final student internship evaluation. The journal & time sheet will count for a total of 30 points toward the total evaluation grade.
- Form & Internship Completion- Students are required to attend as scheduled, call their Academy Leader (in a.m.) if they are ill and won’t be able to attend their internship on an assigned day, and to notify the internship bus driver in advance if they will not be riding on any schedule day. Students are awarded 15 points for attendance and dependability and forms completion. Deductions may be made for students who do not demonstrate good attendance or dependability.

4. Field Experience Internships (FEP) - provides an opportunity for students to interact with business professionals through exposure to industry. (Typically designed for seniors in their first year of a specific CTE career pathway). A minimum 10 hours is required for Field Experience and a minimum of 30 hours for Advanced Field Experience. Seniors may report their experiences on a Field Verification Form or check with their Academy Leader to assure their attendance has been recorded. The student is responsible for recording and documenting the field experience. A log is due to the Academy Leader mid-December and first of May of each semester.

Field Experience opportunities may include:
- Guest speakers
- Field trips
- After school / weekend lab activities
- Special projects
- Volunteer opportunities

5. Project-Based Internship- (Assigned by CTE) students enrolled in a Senior Advanced CTE Class who do not meet eligibility requirements for CertPI, BPI, & CPI due to academic or behavioral concerns will complete the Project-Based Internship (minimum 30 hours required). The Internship grade will be based on the grades received for each element of the project as outlined in the “Project-Based Internship Handbook”. They will count as two major grades during the six-week period in which the internship is completed. If no internship has been completed by the end of the 5th six weeks a project based internship will be assigned.

The project will consist of:
- Research Paper (3-5 pages)
- Interview Questionnaire (Research based, minimum of 25 questions)
- A visual, Model, Brochure or 3-D display
- Presentation of Findings (12-15 minute minimum)
HOW LONG IS THE INTERN EXPERIENCE?

Most Business and Community Partner Internships last six-weeks. You are expected to complete a minimum of 30 hours over the 6-week period of time. Your commitment to the internship requires flexibility in the schedule. You may be scheduled during the school day, after school, or on weekends. Certification Programs have extended hours specific to the program.

Requirements

All Carl Wunsche High School Seniors are required to:

- Return a “Statement of Agreement” that has been signed by both student and parent
- Prepare a Resume
- Attend Intern Training and Mock Interviews
- Dress professionally while participating in internship activities, field trips, intern training and job interviews
- Turn in all required documentation relating to internship activities for a grade in their CTE course
- Keep up with all course work and due dates during the internship. Internship related absences do not extend coursework deadlines.

Additional Requirements/Expectations for Business and Community Partner Internships:

These requirements will be based on the 6 weeks grading period prior to beginning the internship.

- CTE Teacher recommendation required
  - Recommendations will be based on the following factors:
    - CTE grades
    - Conduct
    - Attendance
    - Professionalism
- Passing average in all course work
- NO pending disciplinary referrals
- NO disciplinary referrals resulting in an EC assignment
- Students assigned to Highpoint placement at any time during their senior year will be assigned to a Project-Based Internship
- Students removed from another internship prior to completion will be assigned the Project-Based Internship
- Students that fail to meet eligibility requirements prior to beginning of the 5th six weeks will automatically be assigned to the Project-Based Internship
**Attendance Guidelines**

Students leaving and/or returning from an internship must sign-in/out on the Attendance Office Log or their absence will be unexcused. Students are required to call or e-mail their Academy Leader if they are ill and won’t be able to attend their internship on an assigned day. Failure to notify the Academy leader will result in a 3 point deduction from the 15 “Attendance Points” earned for the major grades that you receive twice each six weeks during your internship and may jeopardize your internship.

**Transportation Guidelines for Interns utilizing SISD Transportation**

Students that travel to and/or from their internship site via SISD Transportation are expected to adhere to all SISD Transportation Policies outlined in the Student/Parent Handbook.

Interns must notify their Academy Leader in advance if they will not be riding the Intern Bus on their scheduled day and time. Students that “No Show” to the Intern Bus without prior notification may be removed from the bus schedule and required to provide their own transportation to their internship.

The routing information for the Intern Bus is based upon a predetermined schedule. We will be unable to offer last-minute transportation to an internship location.

**INTERNSHIPS BENEFIT STUDENTS, TEACHERS, SCHOOL AND EMPLOYERS**

**Students** benefit from learning in a high-skill environment. They observe all aspects of the company’s operations and discover how the knowledge they gain in high school is applied in the workplace.

**Teachers** benefit from a better understanding of what business and industry expect. By observing student interns, teachers can adjust curricula and instruction to the needs of the work site. Educators and employers work together in preparing students for success in the workplace.

**High schools** benefit because they can assure students and parents that graduates will be well prepared for post-secondary education and promising careers opportunities. Close ties with the local employers enable schools to connect youths with career opportunities in numerous fields.

**Business Partners** benefit from the strong, long-term relationships with local schools, which will produce, following post-secondary education, qualified job candidates for the companies.
CONGRATULATIONS! You are a Business or Community Partner intern! You have met the requirements of the Carl Wunsche Sr. High School Internship Program. You have successfully completed both intern training and mock interviews. You have prepared your resume and interviewed for your intern position. You have been accepted as an intern with a business or community partner. Now you need to figure out what will be expected of you and how to make the most of this opportunity.

Show your partner you are a good intern:

- Be on time! Make sure you have arranged for reliable transportation.
- Use your time efficiently:
  - Limit socializing with other co-workers
  - Do not abuse your lunch hour and break time
  - Do Not Gossip!
- Dress Professionally…Always be neat and clean
- Learn as much as you can about the partnering organization. Look at the partner’s website.
- Ask questions about the organization. When you are unsure of something be sure to ask the supervisor assigned to you
- Immediately alert your Academy Leader or teacher of any potential problems you are experiencing

Go Above and Beyond:

- You will receive favorable reviews if you are willing to exceed your mentors expectations

Display Energy and Enthusiasm

- Smile!
- Show enthusiasm, the most successful interns are those that display an upbeat attitude and a genuine interest in performing their role

Network

- This is your opportunity to meet people who can assist you in your career choice
- This is your opportunity to learn what skills, education are necessary for this field
- This is your opportunity to learn more about this industry

Thank You

- Upon completion of your intern experience, be sure to write a thank you to the partnering organization and your supervisor for giving you this opportunity.
What To Expect…

1. Real world experience!
   Entry level internships will include some amount of clerical assignments, but you will find these good learning experiences.

2. The mentor will give directions.
   Your mentor will discuss expectations in the beginning in order to avoid miscommunication.

3. Expect feedback
   Your mentor will help you, the intern, by communicating with you.

4. Company events
   You may be included in the daily life of the organization.

5. What if I don’t understand the task assigned to me?
   Your mentor will explain procedures to you. Don’t be afraid to ask questions.

6. Who will assist me?
   Your partner will assign a staff member to mentor and guide you.

7. Will I get paid?
   Probably Not. This activity is designed to assist you in determining your career path by giving you “real world” experience. It is a great networking activity and should be included on your resume.

8. Will I get a grade on my report card based on this intern opportunity?
   Yes, grading policies for the specific type of internship to which you have been assigned are outlined in this handbook.

9. Will I be evaluated?
   Yes, refer to the evaluation forms in this handbook. Your mentor will complete these and give them to school personnel. Remember, this is a MAJOR part of your 6 weeks grade.
Senior Internship Check List

All Carl Wunsche Seniors are required to participate in an internship.

Prior to Internship Assignment (Certification, Business or Community Partner)

_____ Complete Internship Handbook Training with Academy leader
_____ Complete and return Statement of Agreement for Student Interns
_____ Submit a resume to CTE teacher and academy leader
_____ Participate in the Mock Interview Process or two scheduled interviews

Preparing to Begin Internship

_____ Select business partner for internship
_____ Interview with business partner
_____ Submit plan for your internship schedule to Academy leader
   (days & hours you will participate)
_____ Secure internship instructions, transportation, and off-campus pass

Beginning the Internship

_____ Attend first day of internship
_____ Ask business partner to complete and return the Business Partner
   Internship Agreement
_____ Record daily hours & experience on Time Sheet/Journal
_____ Request the business partner to complete an evaluation twice in every six-week period.

At the end of the Internship

_____ Request the business partner complete the Business Partner Program
   Evaluation form and return it to the Academy leader
_____ Complete the Intern Program Evaluation form and return it to the Internship
   Coordinator.
_____ Write a thank you note to your mentor.
_____ You may request a letter of reference from your mentor.
_____ As your senior year comes to a close, complete the Senior Alumni
   Information Survey or Form.
JOHNNY STUDENT

Professional Tower

CAREER OBJECTIVE

Reliable and hard-working high school senior with advanced studies in accounting. Computer proficient with ability to handle multiple tasks at once. Seeking an entry level internship position in Banking and Finance that will allow me learn and observe the skills required to advance my career and education.

EDUCATION

Carl Wunsche Sr. High – A Career Academy, Spring, TX August 2008-present
  • Honors Spanish and English
  • Three year sequential course work in accounting
Westfield High School – Zoned School of Record
  • Active in Band and Drill Team

COMPUTER SKILLS

Skilled in Microsoft 2007, Word, Excel, PowerPoint, Access, Outlook, Internet, E-mail, Cash Register, Keyboard 45 WPM, and 10 key by sight

QUALIFICATIONS

• Professional appearance
• Dependable and friendly
• Honest, reliable
• Capable of handling general office responsibilities
• Good communication skills, follows specific instructions

AREAS OF ACCOMPLISHMENT

Clerical
  • Handled telephone calls and directed calls to appropriate departments
  • Operated copy, fax, and public announcement system
  • Assisted with front desk duties

Cash Handling
  • Counted change back to customers without errors
  • Assisted customers with purchases and answered all questions

WORK EXPERIENCE

Cashier
Brookstone Grocery
Houston, TX
July 2010-September 2010

123 High School Dr.  -  Spring, TX 71234  -  832-123-4567  -  jstudent@myjob.com
Thank You Letter Format

**Contact Information:** *(Your contact information)*
Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email Address  

Date

**Contact Information:** *(The person you are writing to)*
Name  
Title  
Company  
Address  
City, State, Zip Code

**Greeting:** Dear Mr./Ms. Last Name:

**Body of Thank You Letter:** I want to take this opportunity to thank you for your guidance and supervision this summer during my internship experience with ABC Company. Your leadership throughout the summer assisted me in further development of my writing and communications skills as well as my ability to implement individual projects and function as a leading contributor on various team projects within the company.

The experience was more than I could have expected and allowed me the freedom to develop and maintain individual accounts as a professional member of the team. I actually felt like a major contributor in the weekly planning sessions and I was able to independently assist clients in making changes to their existing contracts with ABC Company. Working for ABC Company helped me use the knowledge I’ve acquired over the past three years as a college student as well as the skills I’ve developed during my previous internships with Z Corporation and the LTC Agency.

I also want to thank the entire staff in the Communications Department for taking the time to share their expertise and knowledge of the field. It was through these times that I felt I was able to learn and grow the most in developing my skills over the course of the summer. The staff was most responsive to my requests and always made me feel like a full-time member of the group.

I appreciate your willingness to write me a recommendation letter and you can mail it directly to my home address included above. I will keep you informed of my progress in searching for jobs as I get closer to actually applying and posting my resume.

**Closing:** Sincerely,

**Signature:** Handwritten Signature *(for a mailed letter)*

Typed Signature
BUSINESS PARTNER PROGRAM EVALUATION

1. How do you consider this intern experience a success for the student?

2. In what ways did this intern experience benefit your organization?

3. What challenges did your organization experience during the internship?

4. Did you receive sufficient information regarding the Internship Program?

5. Were you able to communicate concerns and successes with the Coordinator as needed?

6. What recommendations do you have to improve this program?

7. Can you suggest the name and address of another employer who may be interested in learning more about the Internship Program?

   ____Yes   _____NO   SISD has permission to publish comments or quotes from this evaluation.

   for SISD marketing materials.

   ____Yes   _____NO   SISD has permission to publish pictures of myself or my company for SISD marketing materials.

NAME____________________________________DATE____________________

NAME OF ORGANIZATION__________________________________________

SIGNATURE_________________________________________________________________

STUDENT INTERN(S) _______________________________________________________

Please fax to 281 891-7651 or email this form to the Academy Leader.
INTERN PROGRAM EVALUATION
(TO BE COMPLETED BY THE STUDENT INTERN)

NAME OF PARTNERING ORGANIZATION______________________________

1. Do you consider this intern experience a success for you? Why? Can you share a memorable experience?

2. Do you consider this intern experience a success for the business partner? Why?

3. What were some of your responsibilities?

4. How has this internship experience prepared you for the workforce?

5. Do you feel that the Intern Training and Mock Interviews helped prepare you for your internship?

6. Have you been able to apply the knowledge gained in your CTE class to your internship experience?

7. Were you able to communicate concerns and successes with your mentor as needed?

8. Have your experiences given you a foundation for completing your goals?

9. What recommendations do you have to improve this program?

10. Do we have your permission to quote your comments from this evaluation and publish them in our marketing materials?

Name ___________________________________________________________ ID # ____________

Signature _______________________________________________________ Date ________________

Return this form to your Academy Leader
Field Experience Internship

All senior students are eligible to complete the Field Experience Internship - a minimum of 10 hours of field experience including guest speakers, field trips, events, or programs related to career exploration.

Senior students in the first year of a pathway may select this internship as their only internship requirement.

Students are responsible for logging the experiences on the Senior Field Experience Verification Form (SFEV) - an instructor or sponsor signature must verify participation. Students submit the SFEV December 15 and May 15 of each year to receive credit.

**SENIOR FIELD EXPERIENCE VERIFICATION FORM**

Name:_________________________ ID:_____________ Career Pathway:_________________

<table>
<thead>
<tr>
<th>Field Experience Description</th>
<th>Date</th>
<th>Teacher Hosting Event</th>
<th>Office Use Only</th>
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Field Experience Internship requires a minimum of 10 hours in events, field trips, guest speakers, etc. related to Career Exploration. Please submit a form at least twice a year, December 15 and May 1.
Student Intern Evaluation  
*To be completed by Business / Community Partner*

Student____________________________________________Date__________________

Supervisor Signature:_____________________________Title____________________

Organization Name:_______________________________________________________

Please provide your candid evaluation of the intern student. Students receive a maximum of 55 points based on your evaluation of their performance. These points are reflected in the major grades that they earn at the mid-point and end of their internship assignment.

On a scale of 3 to 5, with 3 being Unacceptable and 5 being Exceptional, please evaluate the intern on the following characteristics:

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<tr>
<th></th>
<th>Unacceptable</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Above Average</th>
<th>Exceptional</th>
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<tr>
<td>Dependability</td>
<td>3</td>
<td>3.5</td>
<td>4</td>
<td>4.5</td>
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<tr>
<td>Attendance on assigned days</td>
<td>3</td>
<td>3.5</td>
<td>4</td>
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<td>5</td>
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<tr>
<td>Completes assigned projects</td>
<td>3</td>
<td>3.5</td>
<td>4</td>
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<tr>
<td>Quality of work</td>
<td>3</td>
<td>3.5</td>
<td>4</td>
<td>4.5</td>
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<td>Ability to communicate</td>
<td>3</td>
<td>3.5</td>
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<td>Ability to work in teams</td>
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<td>Problem solving skills</td>
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<td>Use of good judgment</td>
<td>3</td>
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<td>Professional attire</td>
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<td>3.5</td>
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<td>Takes initiative</td>
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<td>3.5</td>
<td>4</td>
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<td>Demonstrates adequate skills</td>
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What do you perceive to be this student’s greatest strengths?

In what area(s) does this student need to improve?

Please email or fax (281 891-7651) this form to the attention of your designated Academy Leader at Carl Wunsche H.S.

School Use Only- (To Be Completed By Academy Leader)

Daily Journal & Time Sheet (Maximum 30 Points)  

Internship Attendance & Completion (Maximum 15 Points)  

TOTAL GRADE FOR GRADING PERIOD
Senior Internship Timesheet and Journal

Name________________________________________________________

Internship Partner______________________________________________

CTE Class and Teacher__________________________________________

Students leaving for or returning from internship during the school day are required to sign out/in with the attendance office and notify the CTE or Academy Leader as instructed.

<table>
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<tr>
<th>Date</th>
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<th>Time Out</th>
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Time Sheet and Journal: ___________(30 points)
Internship attendance & completion ___________(15 points)
Training Plan Agreement

SCHOOL DISTRICT: Spring Independent School District

STUDENT

Unpaid Work-Based Instruction

Time of day related CTE class meets

Grade ___________  
Age ___________  
Sex: M___ F____

Career Cluster Focus ____________________________

CTE course title ____________________________

PEIMS Code ____________________________

The following criteria must be met:

1) Training, even though it includes actual operation of the equipment of the employer, is similar to that which would be given in a career technology program; 2) Training is for the benefit of the student; 3) The students do not displace regular employees, but work under their close observation; 4) The employer that provides the training derives no immediate advantage from the activities of the students, and on occasion students may actually be impeded; 5) The students are not necessarily entitled to a job at the conclusion of the training; 6) The employer and the students understand that the students are not entitled to wages for the time spent in training.

The training period begins the ________ day of ________, 20___, and extends through __________, ______.

There will be a probationary period of ________ days during which the interested parties may determine if the student has made a wise choice of an occupational training area, and if the training should be continued.

This plan may be terminated for just cause by either party without recourse.

Is the training objective listed considered to be a hazardous occupation by the U.S. Department of Labor, Employment Standards Administration and the Wage and Hour Division? YES _____ NO _____

If Yes, any exemption(s) for student-learners or apprentices will apply as described in the Youth Employment Provisions for Nonagricultural Occupations Under the Fair Labor Standards Act - Child Labor Bulletin 101 or Child Labor Requirements in Agricultural Occupations - Child Labor Bulletin 102. Current information for exemptions is available from the U.S. Department of Labor in the Wage and Hour Division of the website at www.dol.gov/esa/whd listed in the Guides.

It is the policy of __________ School District not to discriminate on the basis of race, color, national origin, sex or handicap in its Career-Technology programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of __________ School District not to discriminate on the basis of race, color, national origin, sex or handicap in its Career-Technology programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Exams de ____________________________ Distrito Escolar no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Titulo VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

SIGNATURE APPROVALS

(Signature) Date

(Student) Date

(Training Sponsor) Date

(Teacher-Coordinator) Date

(Parent or Guardian) Date

(Note: Each party to this agreement should receive a signed copy. Keep the original or a copy with the student’s permanent record, and for students with disabilities, the Individual Transition Plan.)
18

Grade __12____  TRAINING PLAN AGREEMENT  Paid Work-Based Instruction
Age _____________  Time of day Specific Related Class meets ________________
Sex: M___ F____

STUDENT _____________________SOCIAL SECURITY NUMBER ___________________

SCHOOL DISTRICT: Spring Independent School District  CAMPUS NAME: Carl Wunsche Sr, High- Career Academy

TRAINING OBJECTIVE: Senior Practicum  COMPANY NAME:______________________
Career Cluster Focus ______________  Practicum ________________________
CTE course title __________________________________ PEIMS Code ____________

The student agrees to diligently perform the work-based training experiences and conscientiously pursue the coordinated classroom course of study as outlined in the attached training plan. Work-based training experiences will be assigned by the training sponsor and performed according to the same company policies and regulations applicable to regular employees. The student agrees to take advantage of every opportunity to improve his or her efficiency, knowledge, and personal traits in order to pursue further education and enter the chosen occupation as a desirable employee.

The company and school are responsible for providing students with opportunities for training in the basic skills of an occupation and knowledge of related technical information. In order to provide a systematic plan for well-rounded training, a schedule of work-based training experiences and a parallel classroom course of study have been coordinated and agreed upon by the training sponsor and teacher-coordinator.

In addition to providing practical instruction, the training sponsor agrees to pay the student for the useful work done while undergoing training according to the following plan:
1) The beginning wage will be $__________ per __________ for __________ hours per school week.
2) Periodically, the training sponsor and teacher-coordinator will jointly review the wages paid the student to determine a fair and equitable wage consistent with the student’s increased ability, prevailing economic conditions, and company policy.

The training period begins the _______ day of _____________, 20____, and extends through __________________, ______.

There will be a probationary period of __5___ days during which the interested parties may determine if the student has made a wise choice of an occupational training area, and if the training should be continued.

This plan may be terminated for just cause by either party without recourse.

Is the training objective listed considered to be a hazardous occupation by the U. S. Department of Labor, Employment Standards Administration and the Wage and Hour Division: YES ____ NO __

If Yes, any exemption(s) for student-learners or apprentices will apply as described in the Youth Employment Provisions for Nonagricultural Occupations Under the Fair Labor Standards Act - Child Labor Bulletin 101 or Child Labor Requirements in Agricultural Occupations - Child Labor Bulletin 102. Current information for exemptions is available from the U. S. Department of Labor in the Wage and Hour Division or the website at www.dol.gov/esa/whd listed in the Guides.

It is the policy of  Spring ISD ________________________ School District not to discriminate on the basis of race, color, national origin, sex or handicap in its Career-Technology programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma de  Spring ISD ________________________ Distrito Escolar no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Emmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

SIGNATURE APPROVALS

(Student) ______________________ Date ______________________ (Training Sponsor) ______________________ Date ______________________

(Parent or Guardian) ______________________ Date ______________________ (Teacher or Coordinator) ______________________ Date ______________________

(Note: Each party to this agreement should receive a signed copy. Keep the original or a copy with the student's permanent record, and for students with disabilities, the Individual Transition Plan.)
A Summary of the Definitions Regarding Student-Learners Defined by the U.S. Department of Labor

**Student-Learners:**

1. the student-learner is enrolled in a course of study and training in a cooperative vocational training program under a recognized state or local educational authority or in a course of study in a substantially similar program conducted by a private school; and

2. such student-learner is employed under a written agreement which provides:
   a. that the work of the student-learner in the occupations declared particularly hazardous shall be incidental to the training,
   b. that such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person,
   c. that safety instruction shall be given by the school and correlated by the employer with on-the-job training, and
   d. that a schedule of organized and progressive work processes to be performed on the job shall have been prepared.

The internship programs of Carl Wunschke Sr. High are subject to the Child Labor Laws of the U.S. Department of Labor. Parents, students, and business partners interested in reviewing these stipulations may visit: [http://www.dol.gov/whd/regs/compliance/childlabor101_text.htm#11](http://www.dol.gov/whd/regs/compliance/childlabor101_text.htm#11)
BUSINESS PARTNER INTERNSHIP AGREEMENT

Thank you for providing the students of Carl Wunsche Sr. High School with an opportunity to enhance their education through the internship program.

Name of intern: __________________________________________ ID# _________________

Name of company providing internship: _____________________________________________

Address: ______________________________________________________________________

Contact name: ____________  ______________________________________________________

Contact phone number: ___________________________________________________________

Contact fax number: _____________________________________________________________

Contact e-mail address: __________________________________________________________

- The internship will begin __________________ (date) and end __________________(date).
- The intern will work approximately ________hours per day, _______days a week.
- The intern will work a 6 week time period with a minimum of 30 hours during the intern experience.
- The intern will be assigned a staff member to act as a mentor.
- The intern will be assigned experiences that will assist the company and also allow the student various learning experiences.
- The company agrees to complete an evaluation of the student at midpoint and again evaluate the student and the program also at the end of the internship.
- Professional dress and appropriate conduct is expected of the intern at all times.
- The intern understands that failure to comply with company expectations will result in termination.
- Any problems during the internship shall be referred to the student’s Academy leader.
- Wunsche High School personnel will visit the work site and be available for assistance.

Business Partner Signature________________________________________Date____________

(This form needs to be completed and a copy kept on file with the appropriate Academy Leader) 
WUNSCH HIGH SCHOOL CONTACT INFORMATION:

PROFESSIONAL ACADEMY  TECHNOLOGY ACADEMY  MEDICAL ACADEMY
LISA CHEBRET AUSTIN HAYWARD TEKEDRA PIERRE
(281) 891-7650 (MAIN) (281) 891-7650 (MAIN) (281) 891-7650 (MAIN)
(281) 891-7674 (OFFICE) (281) 891-7679 (OFFICE) (281) 891-7684 (OFFICE)
(281) 891-7651 (FAX) (281) 891-7651 (FAX) (281) 891-7651 (FAX)
Statement of Agreement for Student Interns

Name _____________________________________________ ID_________________
Address _________________________________City __________________Zip______
Phones: (H)____________________(C)_______________Date of Birth __________
E-mail address__________________________________________________________
Name of Medical Insurance Company_______________________________________
Name of Physician_______________________________________________________
Emergency Contact Name and Phone _______________________________________
______________________________________________________________________

As a member of the Spring Independent School District student intern program, I understand that:
1. I am making a commitment to complete the courses outlined in the curriculum sequence and I
   am committed to complete my entire internship assignment.
2. In order to participate in a Business Partner, Community Partner or Field Experience Internship,
   I must meet the eligibility requirements outlined or I will be expected to complete a Project-
   Based Internship.
3. Any history or current drug use or criminal conviction will jeopardize my placement in an
   internship.
4. By signing this agreement, my legal guardian gives me permission to take trips with my class,
   report for job interviews and travel unaccompanied to work for my internship. I understand that
   I may be required to provide my own transportation.
5. Once placed in my internship, I am responsible for whatever tasks I am assigned by my
   supervisor. If I have a question about the appropriateness of a particular assignment, I will first
   contact my Academy Leader or CTE teacher.
6. This internship is a result of the partnership between Spring ISD and the business partner entity;
   therefore, I agree to follow all Spring ISD rules and all policies outlined by the partner including
   those policies relating to confidentiality. I understand that failure to follow any rules or policies
   will result in termination from the internship (at partner’s discretion), dismissal from the
   program (at school administrator’s discretion) and disciplinary action listed in the Spring ISD
   Student Handbook. I understand termination will also impact my academic grade in the CTE
   course.
7. All (Insert Name of Academy) Academy students and guardians agree to sign a “Statement of
   Confidentiality”.
8. All (Insert Name of Academy) Academy students agree to attend CPR and HIPPA training at the
   school campus.
9. I understand that completion of an intern assignment is a requirement to graduate from the Carl
   Wunsche Sr. High School, and if I am not eligible for an assignment with a business partner, or
   if I have been terminated from the internship, I will be given a Project-Based Internship
   Assignment.
10. I agree to adhere to Spring ISD computer acceptable use policy at school and on the internship
    site.
11. I understand that during my internship, I will still be responsible for completing course work and
    will maintain contact with all of my teachers.
12. Any questions or concerns that I have about the intern program will be directed first to the CTE
    instructor or Academy Leader.
13. Spring ISD Transportation to internship locations is based upon availability and location. Neither Spring ISD nor Carl Wunsche Sr. High School can guarantee that transportation can be provided to all internship sites.

14. I will adhere to the Attendance and Transportation Guidelines established in this handbook.

1. **MEDICAL AUTHORIZATION**

   The parents or guardian of each student attending school related events hereby grants the sponsor or other persons in charge permission to obtain medical help or emergency services.

   I _____do ___do not agree to medical help.

2. **TRANSPORTATION RELEASE**

   It is the policy of Spring ISD not to allow students to ride in an automobile with another to events or internships. In the event you wish your child to ride with another student, or have a student ride with your child, please attach a note explaining the circumstance and our Associate Principal will contact you.

3. **PHOTO or VIDEO RELEASE**

   Educational Experiences at Carl Wunsche Sr. High are often recorded by photography or video. Your decision to release or withhold information about your student will be recorded in the E-school information system and observed during events, field trips, and internships. The election to release requires no form or notification; however the election to withhold requires completion of the appropriate form.

4. **LIABILITY RELEASE**

   Spring Independent School District takes numerous steps to ensure that we are securing appropriate, safe and secure worksites for our Intern students to continue their learning beyond the classroom. While teachers and other school employees who have direct contact with students are required to undergo a criminal background check, it is important to understand that at internship worksites your child may be working with adults in the community who are not subject to similar criminal background checks.

   I understand that my child may come in contact with community members who have not completed a criminal background check. I give permission for my child to participate in this internship experience and release the Spring Independent School District and its employees, agents, and assigns from any and all claims associated with my child's involvement in this activity.

   (Student's Signature) Date (Parent's Signature) Date

   (Instructor's Signature) Date (Academy Leader's Signature) Date
CONTACT INFORMATION

Academy Leaders
Medical Academy: Tekedra Pierre
281 891-7684
281 891-7651 (fax)
tpierre@springisd.org

Professional Academy: Lisa Chebret
281 891-7674
281 891-7651 (fax)
lchebret@springisd.org

Technology Academy: Austin Hayward
281 891-7679
281 891-7651 (fax)
ahayward@springisd.org

Career and Business Partner Specialist
Phylicia Hill, M.Ed.
900 Wunsche Loop
Spring, TX 77373
281 891-7653
phill@springisd.org

FOLLOW US ON TWITTER @CWHS_SPRINGISD

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Principal
Bob Thompson
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