



THE EXECUTIVE INTERNSHIP PROGRAM
MEMORANDUM OF UNDERSTANDING

Among the

Executive Intern

Parent/Guardian of Intern

Sponsor

High School Administrator

High School Counselor

Internship Coordinator

Director, Pickens Technical College

Name of Intern: _____

High School: _____

Term: _____

I. THE EXECUTIVE HIGH SCHOOL INTERNSHIP PROGRAM

A. Purpose:

To provide professional level experience for twelfth grade students in career areas that they plan to pursue.

B. Description:

The Executive High School Internship Program may allow students to earn between 1.0 to 3.0 credits while serving as special assistants to professionals in the community. During the first 3-4 weeks of the semester and each Monday thereafter, students attend seminars at Pickens Technical College which include career development, leadership and communications instruction. The students include out of school experiences in their academic schedule and travel to the internship site regularly. The interns arrange internship hours according to their schedule and their sponsor's schedule. Interns participate in seminars either in a formal classroom or online.

C. Objectives: (From the Colorado Career Cluster Model - 2012)

FOUNDATION KNOWLEDGE & SKILLS

Academic and Career Success

Employability • Ethics • Leadership • Teamwork

Career Development • Problem Solving

Critical Thinking • Information Technology Application

Legal Responsibilities • Communication

Safety, Health, and Environment

D. Activities: (Some or all may apply)

The students observe their sponsors until they are able to assume assigned responsibilities. During the tenure as interns they may become actively involved in the duties of their sponsors including attending meetings, doing research, and completing projects that may be used by the organization. They are required to conduct themselves in a professional manner by demonstrating promptness and dependability, dressing appropriately, and maintaining a cooperative and positive attitude.

The intern prepares an organization chart which is a study of the management, structure, and goals of the organization. The intern also becomes familiar with the particular jargon of the profession.

ALL interns are required to keep a weekly analytical log of internship activities. This log demonstrates the intern's increased ability to write fluently and precisely, attitudes, observations, and ability to apply knowledge and make decisions. The log also shows the intern's growth in maturity and increased awareness of the intern's skills and abilities in relation to career goals.

The internship sponsor will complete a mid-term and a final evaluation of the student's ability to set priorities, to make judgments and offer alternative solutions to problems, and to function effectively in an organizational environment. These evaluations also reflect the student's leadership ability, initiative, and work habits.

At the end of the internship semester, the student is required to present a project which demonstrates the specific knowledge that has been learned as well as the student's ability to speak with confidence and maturity.

The intern completes a final evaluation of the sponsor and placement. The intern also writes a detailed summary of the internship experience.

E. **Evaluation:**

The sponsor and coordinator will evaluate the intern in the following areas at mid-term and at the end of the internship:

1. **Work Habits**

- a. **Promptness**--in arriving at the internship, in completing assignments, etc.
- b. **Appearance**--appropriate dress and grooming.
- c. **Dependability**--in meeting commitments.
- d. **Discretion**--respecting confidentiality of situations.
- e. **Sensitivity**--relating well to a variety of people.
- f. **Flexibility**--reacting to new and unanticipated situations.
- g. **Independence**--ability to work without constant supervision.
- h. **Accuracy**--ability to follow directions, attentive to details, able to obtain information and convey it accurately.
- i. **Maturity**--seriousness in approach to internship.

2. **Personal Growth**

- a. Increased awareness of own skills and abilities in relation to present and future goals.
- b. Increased sense of self-confidence.

3. **Communication Skills**

- a. Increased ability to write fluently and precisely.
- b. Increased ability to speak with confidence and maturity.

II. OBLIGATIONS OF PARTICIPANTS

A. Executive High School Intern

1. Duration: Participate in the program for one or two semesters, spending time with the Sponsor during standard business hours and attending group seminars.
2. Organizational Overview: Undertake activities with the organization and become knowledgeable about the company, organization, or agency. Seek insight into the qualities, skills, and knowledge of the profession.
3. Assignments: The intern understands and acknowledges the internship is an unpaid educational opportunity. The Intern shall define, with the Sponsor, goals and objectives that will not violate the Fair Labor Standards Act based on the following criteria:
 - a. The internship is given for educational purpose and is intended to be the equivalent of the educational environment;
 - b. The internship experience is for the benefit of the intern;
 - c. The intern does not displace regular employees, but works under close supervision of existing staff;
 - d. The employer that provides the training derives no immediate advantage from the activities of the intern;
 - e. The intern is not necessarily entitled to a job at the conclusion of the internship; and
 - f. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.
4. Meetings: Attend meetings as outlined in the Learning Plan.
5. Work Habits: Demonstrate good attendance, accuracy, good personal hygiene, promptness, appropriate dress, and observance of good etiquette practices.
6. Initiative: Seek additional responsibilities in the organization, which will enhance the internship as a learning experience.
7. Sponsor Conferences: Meet with the Sponsor to review learning experiences, seek advice on problems, discuss any situations that may prevent the Intern from fulfilling program goals, and clarify assignments.
8. Journals: Write a weekly reflection of internship activities focusing on personal reactions to program experiences and documenting what new knowledge and skills have been acquired. These are to be submitted to the Teacher/Coordinator on a weekly basis.
9. Seminars: Attend seminars which focus on career development; communication skills; decision-making processes; and self-improvement.
10. Sponsor Appreciation: Help plan and participate in a sponsor appreciation ceremony at the end of the semester. Prepare a summary of the internship experience for the Sponsor Appreciation Program and deliver speech.
11. Projects:
 - a. Create a presentation summarizing career research, self-assessments, and reflecting on the internship experience and future goals.

- b. Create a career portfolio to use in the future.
12. Worker's Compensation: Intern has reviewed, understands and has executed the Worker's Compensation Procedures Form and the Student Verification Form for Worker's Compensation.

B. Parent or Guardian

1. Work Habits: Reinforce with the student the need for good attendance and the development of good work habits.
2. Support: Provide encouragement and reinforcement to the student in a new educational experience.
3. Communication: Maintain contact with the Coordinator about any program-related problems.
4. Travel: Parent/Guardian acknowledges intern and/or parent/guardian shall be responsible for all travel associated with the internship. Parent/Guardian shall execute a Permission for Travel Form prior to internship commencing.
5. Worker's Compensation: Parent/Guardian has reviewed, understands and has executed the Worker's Compensation Procedures Form and the Student Verification Form for Worker's Compensation.
6. Home Based Business: If the internship is for a home based business, parent/guardian has executed a Home Based Business Permission Form.

C. Sponsor

1. Breadth: Provide an internship experience which is educational in scope, supportive of the stated educational objectives of the program, and directed towards providing the student with an understanding of their chosen profession.
2. Organizational Overview: Brief the student about the organization, including priorities; major program, products, or services; organization chart.
3. Activities: Provide the student with an opportunity to attend staff meetings or conferences and to undertake assignments which will enhance the Intern's learning experience and not violate the Fair Labor Standards Act.
4. Company Compliance: Advise the student on behavior, dress code, and confidentiality appropriate to the particular department or organization which he has been assigned to.
5. Intern Conferences: Designate time with the Intern in order to review the student's progress, answer questions, suggest areas of improvement, and provide general support and encouragement.
6. Coordinator Communication: Meet with the Coordinator, keep the Coordinator apprised of any problems in the relationship; outline steps necessary for improvement; and follow up to assess progress. Sign weekly timecards as the legal record of hours for the Intern.
7. Back-Up: Designate a staff member to provide supervision and assistance when the Sponsor is unavailable.
8. Wages and Hours: The Intern will earn no wages. All will adhere to the regulations of the Fair Labor Standards Act.
9. Worker's Compensation: Sponsor has reviewed, understands and has executed the Worker's Compensation Procedures Form and the Student Verification Form for Worker's Compensation.

D. High School Administrator

1. Faculty and Parent Communication: Brief faculty/staff on the program and assist Coordinator if requested.
2. Release: Arrange for release of Interns for the necessary internship hours.
3. Credit: Implement the academic credit policy for the program.
4. Liaison: Appoint a counselor on the school staff to follow up with the Coordinator.

E. High School Counselor

1. Provide information for students about the Internship Program, distribute application forms, and follow up on materials when due.
2. Resolve with the Intern any scheduling or graduation requirement conflicts prior to or at the beginning of the semester.
3. Meet with the Intern as necessary to help resolve problems and provide help as needed by the Intern.

F. Coordinator

1. Objectives: Coordinate and monitor the internship experience to assure the program achieves the purposes listed in Section I.
2. Policies: Inform the Intern, Sponsor, and Parent or Guardian about the purposes and policies of the program at the beginning of the term.
3. Academic Credit: Monitor the progress of the Intern towards completing the program objectives successfully. Discuss any deficiencies with the Intern as quickly as possible and identify improvement necessary. Submit grade records to the Intern's high school.
4. Site Visits: Make site visits to the Sponsor to review the quality of the internship and the Intern's development in the program, to suggest improvement (if needed); and to follow-up on progress.
5. Intern Conferences: Read weekly journals and meet regularly with the Intern to review knowledge and skills being acquired in the program and problems encountered. Help the Intern acquire skills to handle workplace situations, and follow-up on student progress.
6. Problems: Communicate with the Intern, Sponsor, High School Counselor, and Parent or Guardian about any problems in the Intern's performance that indicate the necessity for possible termination of the internship; suggest steps that must be taken for performance to reach a satisfactory level; follow-up to ascertain what improvement has been made.
7. Seminars: Plan, organize, and facilitate weekly seminars involving all interns.
8. Journals: Collect the Intern's journals weekly, and return to the Intern with comments/suggestions.
9. Projects: Monitor planning, preparation, and presentation of the semester projects.
10. Attendance: Transmit requested attendance reports to the Intern's high school.
11. Calendar: Provide, at the beginning of the term, a program calendar delineating seminar dates.

12. Worker' s Compensation: Coordinator has presented to intern, parent/guardian, and sponsor the Worker' s Compensation Procedures Form and the Student Verification Form for Worker' s Compensation.

G. Director of Career and Technical Education

Provide support for the program and its policies with central administration, principals, staff, and parents.

III. ACADEMIC CREDIT POLICY

The number of units of credit received for participation in the Internship Program will depend on the total number of hours at the Internship Placement.

If, however, all of the obligations and responsibilities assigned to the intern are not met, the coordinator has the option of recommending that the school withhold partial or total credit for the semester. Partial credit may be withheld if a student fails to complete all obligations of the program. One-half unit of credit may be withheld for each of the following:

- Unsatisfactory or incomplete weekly journals.
- Unsatisfactory report by sponsor.
- Failure to attend and participate in weekly seminars.
- Failure to complete projects due by the end of the semester.

Granting of Credit: The credits will be flexible with the amount of elective credit varying from 1.0 credits to 3.0 credits. The work hours are directly related to the number of credits that a student earns as follows:

<u>High School Semester Credits</u>	<u>Hours Interned Per Semester</u>
1.0	90
1.5	135
2.0	180
2.5	225
3.0	270

We, the undersigned, having reviewed the responsibilities of all participants in the Executive High School Internships Program stated herein, agree to fulfill our respective obligations as specified.

EXECUTIVE INTERN DATE

PARENT/GUARDIAN DATE

SPONSOR DATE

HIGH SCHOOL ADMINISTRATOR DATE

HIGH SCHOOL COUNSELOR DATE

INTERNSHIP COORDINATOR DATE

DIRECTOR-PICKENS TECHNICAL COLLEGE DATE