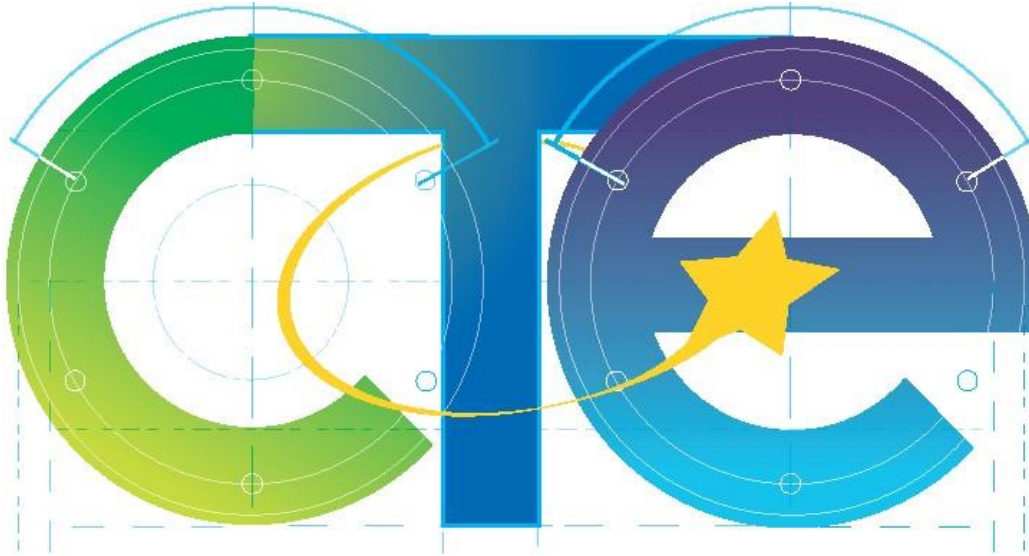


Revised on 02-24-2020



# **Student Internship Handbook**

**For Paid Employment**

**Office of Career and Technical Education  
2700 Judge Fran Jamieson Way  
Viera FL 32940  
321-633-1000 X380**

# CTE Internship Benefits

When instituted correctly, with the appropriate amount of planning and forethought, the paid internship provides benefits for all stakeholders, especially the students, and the employers providing the position.

## Student Benefits

- Apply skills and information learned in Career & Technical Education programs
- Confirms the importance of good attendance, punctuality and appropriate dress and behavior
- Learn and apply both technical knowledge and interpersonal skills
- Earn high school credit AND earn money in a real-time work environment
- Reference for post-secondary applications, scholarships, and college internships
- Source of contacts for future careers, not only at the internship site, but through other networking done during the internship

## Internship Provider Benefits

- Contribute to education and the creation of a motivated, educated workforce
- Provides additional employees for department
- Available source of temporary employees
- Opportunity to select from students who have become familiar with industry practices through Career & Technical Education programs
- Recruit for future employees
- Retain local talent in the area
- Reduce employee turnover, reduce training costs, and increase morale among all workers

## Parameters of the Program

- Student intern wages will be paid by the business where the student is employed.
- Students work a minimum of 10 hours per week.
- Students will apply to and be interviewed by the hiring department/individual
- Students will earn a minimum of \$8.46 per hour and receive high school credit in addition to their wages
- Applicants will be high school seniors coming directly from a related Career & Technical Education program

# RESPONSIBILITIES

## Student Responsibilities

- **Enrollment**  
The student must be currently enrolled in or have completed a Career & Technical Education program at his/her school. Prior to employment the student will submit a CTE Request for Internship form showing that no grade less than a “C” was earned in the Career & Technical Education program.
- **Attendance**  
The student must attend school on each day that they are assigned to work. If the student is absent from school, he/she may not attend work that day. If the student will be absent from school and work, the student is required to call in his/her absence to both the employer and the internship teacher/coordinator.

If a student attends school, but is unable to report to work, the student must officially check out through the school attendance office. Students may work on student holidays provided they have employer permission to do so.

- **Academic Standing**  
While enrolled in the Internship Program, students must maintain satisfactory academic standing. Students must maintain a 2.0 overall GPA and not less than a “C” in their related Career & Technical Education course(s).
- **Transportation**  
Transportation to and from the internship site is the responsibility of the student and parent. Students must be in possession of a valid Florida driver’s license.
- **Attire**  
Students will provide their own work attire, which will be appropriate to the specific internship site, and align with Brevard Public School dress code guidelines.
- **Student Insurance**  
Students working for Companies other than BPS are required to be covered by Workman’s comp insurance.

### **Sign and abide by required agreements and forms**

These documents are official audit records and must be turned in to the Internship teacher/coordinator with the first timesheet. Copies will be distributed as necessary.

- **Maintaining accurate records of hours worked and earnings (CTE Internship Record of Hours Worked)**  
Original sheets must be signed and submitted to the Internship teacher/coordinator on a weekly basis. No grade will be given if the timesheet is not turned in. A copy of the timesheet must also be given to the Office of Career & Technical Education. Timesheets are an official audit record.
- **Demonstrating the employability skills essential for success on the job**  
Every grading period, the employer will complete a job performance evaluation. The employer will review the evaluation with the student. Both the employer and the student will sign the evaluation document. The original document will be submitted to the internship teacher/coordinator and a copy will be submitted to the Office of Career & Technical Education. The internship teacher/coordinator will also visit each student at his or her job site at least once each grading period.

- **Discussing any problems with the Internship Teacher/Coordinator**  
The internship teacher/coordinator agrees to visit each trainee at the training station and will continue a close working relationship with the person to whom the intern is responsible while on the job. The internship teacher/coordinator shall attempt to resolve any job performance complaints through cooperative efforts of all parties concerned.
- **Following safety rules and instructions**  
The student will adhere to all State and Federal Regulations regarding safety while employed as an intern.
- **Being a positive representative of the school, the community and the related Career & Technical Education program**  
Students are expected to demonstrate professional qualities of responsibility, dependability, ethical behavior, and maturity when they are at their job sites.

## Employer Responsibilities

- **Provide an internship position**  
The employer agrees to accept the intern for the purpose of providing occupational experience of instructional value. The intern will receive the same consideration given employees with regard to safety, health, social security, general work conditions and other policies and procedures of Brevard Public Schools.
- **Provide supervision**  
The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard free conditions.
- **Provide a workstation**  
The employer will ensure that each student will receive the same consideration given other employees with regard to access to a job-appropriate workstation, supplies, and equipment.
- **Sign and abide by required agreements and forms**  
There are four documents that require the signature of the employer: The training agreement, training plan, weekly timesheets, and job performance evaluation. These documents are official audit records. Copies will be distributed as necessary.

The employer will adhere to all State and Federal Regulations regarding employment, child labor laws and minimum wages, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

- **Discussing any problems with the Internship Teacher/Coordinator**  
The internship teacher/coordinator will create a close working relationship with the employer to whom the intern is responsible while on the job. The internship teacher/coordinator shall attempt to resolve any job performance complaints through cooperative efforts of all parties concerned.
- **Student Insurance**  
Students working as paid Interns for Companies must be covered by the company's Workman Compensation policy. Students should be aware of their personal family insurance which they should discuss with their parents/guardians. If student and parent/guardian want additional student insurance, the student can also enroll in "School Insurance of Florida" by going to: [www.schoolinsuranceofflorida.com](http://www.schoolinsuranceofflorida.com) (enter BREVARD COUNTY SCHOOLS)

## Parent/Guardian Responsibilities

- **Sign and abide by required agreements and forms**  
There are two documents that require the signature of the parent/guardian: The training agreement and the training plan. These documents are official audit records. Copies will be distributed as necessary.
- **Attendance**  
The parent/guardian is to encourage and verify the student's regular attendance and promptness at school and on the job. Students absent from school are not allowed to attend work that day. Students may work on student holidays provided they have permission from their supervisor.
- **Transportation**  
The parent/guardian will arrange a method of transportation to be used by the student traveling to and from school and the job site.

## Internship Teacher/Coordinator Responsibilities

- **Site Visits**  
The internship teacher/coordinator agrees to visit each trainee at the training station and will continue a close working relationship with the person to whom the intern is responsible while on the job.
- **Assign Grades**  
The internship teacher/coordinator is responsible for assigning the student a grade based on pre-determined criteria, job performance evaluations, submission of forms and timesheets, etc.
- **Maintain Audit File**  
The internship teacher/coordinator will keep each intern's Training Agreement, Training Plan, Timesheets and Job Performance Evaluations on file for a minimum of three (3) years.
- **Monitor student attendance and total hours worked**  
The internship teacher/coordinator will monitor student attendance and verify the total number of student hours worked.
- **Mediate difficulties between Student Intern/Employer**  
The internship teacher/coordinator shall attempt to resolve any job performance complaints through cooperative efforts of all parties concerned.

## Joint Employer-Student Responsibilities:

- **Training Agreement**  
This agreement outlines the responsibilities of the employer, student, internship teacher/coordinator, and parent/guardian. This document must be signed by all parties: Employer, student, parent/guardian and internship teacher/coordinator. The original document will be given to the internship teacher/coordinator. A copy of the document will be given to the employer, student, and the Office of Career & Technical Education. This document is an official audit file record.
- **Training Plan**  
The training plan is an individual learning plan for each student. It needs to include instructional objectives and on-the-job learning activities that will be completed by the intern while employed. The original Training Plan is to be submitted to the internship teacher/coordinator along with the first timesheet. At the same time, copies should also be given to the employer, student, and the Office of Career & Technical Education.

As the student completes each of the items on the Training Plan, the employer should record the date the objective/activity was completed. Upon completion of the internship, copies of the completed document should be submitted to the student, internship teacher/coordinator, and the Office of Career & Technical Education. This document is an official audit file record.

- **Internship Data Form**

This document provides pertinent internship contact information to the internship teacher/coordinator and should be submitted with the first timesheet.

- **Record of Hours Worked**

The document is an official audit record for the student while enrolled in the Internship Program. The CTE Internship Record of Hours Worked must be signed by both the employer and the student. No grade will be given if these documents are not completed and on file in the school audit file. Original documents must be submitted to the Internship teacher/coordinator on the next school day following completion of the workweek. A copy of the signed sheet must also be given to the student and the Office of Career & Technical Education.

- **Performance Evaluation**

An evaluation of the student intern's job performance is required for every grading period. This document will be completed by the employer and reviewed with the student intern. The internship teacher/coordinator will set the deadline for submission of the document. The original document, signed by the employer and student, will be submitted to the internship teacher/coordinator. A copy of the signed document must be given to the student and the Office of Career & Technical Education.

- **Student Insurance**

Students working as paid Interns for Companies must be covered by the company's Workman Compensation policy. Students should be aware of their personal family insurance which they should discuss with their parents/guardians. If the student and parent/guardian want additional student insurance, the student can also enroll in "School Insurance of Florida" by going to: [www.schoolinsuranceofflorida.com](http://www.schoolinsuranceofflorida.com) (enter BREVARD COUNTY SCHOOLS)

# CTE Internship Training Agreement

Student Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Student ID # \_\_\_\_\_ HS Attending \_\_\_\_\_

Employer Name \_\_\_\_\_ Telephone \_\_\_\_\_

Employer Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Intern works how many Days per week \_\_\_\_\_ Hours per day \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Intern Occupation Title \_\_\_\_\_

**EMPLOYER'S RESPONSIBILITIES:** The employer agrees to place the intern in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The intern will receive the same consideration given employees with regard to safety, health, social security, general work conditions and other policies and procedures. The employer will adhere to all State and Federal Regulations regarding employment, child labor laws and minimum wages, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap. **Student Intern must be covered by the company Workman's Comp policy and hired as an employee.**

**INTERNSHIP TEACHER/COORDINATOR'S RESPONSIBILITIES:** The internship teacher/coordinator agrees to visit each trainee at the training station and will continue a close working relationship with the person to whom the intern is responsible while on the job. The internship teacher/coordinator shall attempt to resolve any job performance complaints through cooperative efforts of all parties concerned. The internship teacher/coordinator will keep each intern's Training Agreement on file for a minimum of three (3) years.

**PARENT'S/GUARDIAN'S RESPONSIBILITIES:** Parent and/or guardian agree for the student to participate in the internship opportunity provided by Brevard Public Schools. The parent/guardian is to encourage and verify the student's regular attendance and promptness at school and on the job. The parent/guardian will arrange a method of transportation to be used by the student traveling to and from school and the job site.

**INTERN'S RESPONSIBILITIES:** The intern agrees to follow rules and guidelines established by the internship coordinator and the Employer with regard to hours of work, school attendance, and reporting procedures.

## **Addendum 1- COVID-19**

Students agree to follow recommended CDC COVID-19 guidelines for Social Distancing, Face Mask Protection and Hand Sanitizing and any other protective measures established by employer.

ALL SIGNATORIES AGREE TO COMPLY WITH THE RESPONSIBILITIES SPECIFIED IN THE TRAINING AGREEMENT.

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\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Internship Teacher/Coordinator Date

\_\_\_\_\_  
Parent or Guardian Date

\_\_\_\_\_  
Employer Date

Copies of the signed training plan must be submitted to the Internship Teacher/Coordinator and the Office of Career and Technical Education, Attn: Anne Everly or email to [Everly.Elizabeth@brevardschools.org](mailto:Everly.Elizabeth@brevardschools.org) or call 321-633-1000 Ext. 11383

# CTE Internship Training Plan

Student \_\_\_\_\_

Position \_\_\_\_\_

Employer \_\_\_\_\_

Phone No. \_\_\_\_\_

Department \_\_\_\_\_

Intern Duties & Responsibilities	Date Achieved

**ALL SIGNATORIES AGREE TO COMPLY WITH THE RESPONSIBILITIES SPECIFIED IN THE TRAINING PLAN.**

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Internship Coordinator/Teacher Date

\_\_\_\_\_  
Parent or Guardian Date

\_\_\_\_\_  
Employer Date

Copies of the signed training plan must be submitted to the Intern's Teacher/Coordinator and to the Office of Career & Technical Education, Attn: Anne Everly [Everly.Elizabeth@brevardschools.org](mailto:Everly.Elizabeth@brevardschools.org) or call 321-633-1000 Ext. 11383 Student will retain and update this form throughout the internship period.



# CTE-Internship Data Form

Student Name: \_\_\_\_\_ Student ID \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Intern Phone: \_\_\_\_\_ Intern email: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_ Parent/Guardian Email: \_\_\_\_\_

Name of Your Department: \_\_\_\_\_

Your Work Phone: \_\_\_\_\_ Your Work Email: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

CTE Student Internship Project Coordinator:

Anne Everly

Office of Career & Technical Education

Brevard Public Schools

Phone: 321-633-1000 ext. 11383

Email: [Everly.Elizabeth@brevardschools.org](mailto:Everly.Elizabeth@brevardschools.org)

Fax: 321-633-3520

**This form must be submitted to your Internship Teacher/Coordinator with your first timesheet.  
Call Anne Everly 321-633-1000 Ext. 11383 or email [everly.elizabeth@brevardschools.org](mailto:everly.elizabeth@brevardschools.org)**

# CTE Internship Record of Hours Worked

*Please Print:*

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Student Name Student ID

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Department Work Phone

DAY	DATE	START TIME	FINISH TIME	TOTAL HOURS
FRI				
SAT				
SUN				
MON				
TUE				
WED				
THU				
<b>TOTAL HOURS WORKED →</b>				

6 min. = .1      12 min. = .2      15 min. = .25      18 min. = .3      24 min. = .4      30 min. = .5  
 36 min. = .6      42 min. = .7      45 min. = .75      48 min. = .8      54 min. = .9      60 min. = 1.0

**I certify that the hours reported above are complete and correct.**

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**SUPERVISOR SIGNATURE** **Date**

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**INTERN SIGNATURE** **Date**

**This timesheet is the official audit record for the student's grade at the school. No grade can be given if this timesheet record is not completed and on file in the school audit file.**

- Original records must be submitted to the Internship Teacher/Coordinator on the next school day following completion of the workweek.
- A copy of this record must be submitted to the Office of Career & Technical Education, Attn: Anne Everly [Elizabeth@brevardschools.org](mailto:Elizabeth@brevardschools.org) or Call 321-633-1000 Ext. 11383.
- Student must retain a copy of this record for their internship notebook.

# CTE Internship Performance Evaluation

Student \_\_\_\_\_

Student ID: \_\_\_\_\_

Employer \_\_\_\_\_

Grading Period:    1       2       3       4

Department \_\_\_\_\_

**Directions: Please circle the description of the performance that applies to the trait.**

Traits	Performance			
	100-90	89-80	79-70	69-60
<b>Quality of Work</b>	Superior	Very Good	Average	Poor
<b>Knowledge of Work</b>	Excellent	Good	Adequate	Insufficient
<b>Work Attitude</b>	Very enthusiastic	Shows great interest	Shows normal interest	Indifferent; uninterested
<b>Attendance/punctuality</b>	Attends daily; always on time	Occasionally absent or late	Warned for tardiness/truancy	Frequently absent or late
<b>Decision-making Ability</b>	Makes accurate, well-informed decisions	Needs occasional guidance from supervisor/others	Often needs help with decisions	Cannot make own decisions
<b>Industry (Diligence)</b>	Industrious; works extra	Works steadily; good effort	Persistent in efforts	Avoids work; not persistent
<b>Work Initiative</b>	Seeks additional tasks; highly motivated	Alert to opportunities; makes good suggestions	Regular work performed promptly	Needs explanation of routine work
<b>Organizational Ability</b>	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized often
<b>Attitude Toward Others</b>	Positive; takes active friendly interest in others	Pleasant, polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative
<b>Acceptance of Responsibility</b>	Welcomes responsibility	Accepts willingly without protest	Accepts under protest	Avoids responsibility

**Directions: Please place a check in the column that describes the Intended Outcome**

Specific Job-Related Skills	Excellent 100-90	Above Average 89-80	Average 79-70	Poor 69-60
Uses correct language, speaks clearly, listens				
Follows prescribed dress code and/or uniform requirements				
Follows safety, security, and/or sanitation policies				
Demonstrates knowledge of department policies/functions				
Demonstrates legal and ethical behavior within the scope of job				
Demonstrates positive work habits and attitudes at the workplace-learning site				
Applies knowledge and skills learned in the classroom to actual work situations				
Participates effectively in interpersonal experiences with staff, supervisors, and customers				
Demonstrates application of knowledge regarding further career goals including required education, training, and experience				
Participates in activities that provide experiences in all aspects of the industry.				

I would assign the student a numerical grade of \_\_\_\_\_.

**100-90 = A**

**89-80 = B**

**79-70 = C**

**69-60 = D**

**59-0 = F**

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

- The completed, original Evaluation Sheet must be submitted to the Internship Teacher/Coordinator at the end of every grading period.
- Copies of the Grade Sheet are provided to the student and to the Brevard Public Schools Office of Career & Technical Education, Attn: Anne Everly [Everly.Elizabeth@brevardschools.org](mailto:Everly.Elizabeth@brevardschools.org) or call 321-633-1000 Ext. 11383