

Sacramento City Unified School District  
Career and Technical Preparation  
Regional Occupational Program

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## Internship Information For Business Partners



## Student Internships: Schools and Business Partnering for Worksite Learning

Sacramento City Unified School District  
Career and Technical Preparation  
Regional Occupational Program, ROP

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## SCUSD Mission Statement

The Sacramento City Unified School District provides all students the knowledge, skills and educational opportunities to achieve high academic standards to be successful in a changing global society.

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The district shall follow uniform compliant procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance.

## ROP Internship Checklist

- Gather information about student intern(s)
- Sign Training Agreement (Form #1)
- Arrange for an interview with the interns.
- Secure all required student clearances for community classroom placement.
  - For Health Care, Careers with Children or Food Service placements, students need to complete a TB skin test with negative results.
- Confirm student assignments (locations and hours) with students and ROP Instructors utilizing Individual Training Site Agreement (Form #2)
- ROP Instructor and Training Site Supervisor meet and complete required internship documents for the following:
  - Individual Training Site Agreement (Form #2)
  - Individual Training Site Plan (Form #3)
- Obtain copy of the documents from the ROP Instructor
- Start student at site.
- Complete student intern's weekly time card. (Will be reviewed by the ROP Instructor.)
- At the end of the internship, conduct interim/final intern performance evaluation. (Utilize Training Site Supervisor's Evaluation Form #4.)

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## CC / CVE At-A-Glance

	CC	CVE
Student is paid	No	Yes
Work permit is required (if under 18)	No	Yes
Provider of Worker's Compensation Insurance	SCOE ROP	Employer
Minimum/maximum hours per week of on-the-job training	1 classroom period per week. Period based on schedule classroom hours (3 hour class—3 hours per week).	1 classroom period per week. Period based on schedule classroom hours (3 hour class—3 hours per week).
Schedule of supervision visits of training site	Once every three weeks (must observe intern each visit).	Once every four weeks (must observe intern every other time).
Responsible for supervision of training sites	Instructor of related class	Instructor of related class
Attendance Report	Maximum attendance hours per state approved hours, maximum OJT, give days per week, Monday-Sunday. Classroom attendance is in addition to internship attendance.	Minimum 8 hours up to a maximum of 15 hours of attendance in any calendar week. No more than 3 hours per day. Classroom attendance is in addition to internship attendance.
Maximum student/training coordinator ratio.	30 per class, 75 per instructor.	30 per class, 75 per instructor.
Training Agreement required	Yes	Yes
Individual Training Site Plan required.	Yes	Yes

through vocational education classroom instruction and paid or unpaid internship experiences.

**Intern** is the student who is learning an occupation while training with an employer.

**Internship** is the situation in which students apply their existing skills while training with an employer for a specified period of time to learn about a particular occupation.

**On-the-job Training (OJT)** is “hands-on” job skill training in either CC (unpaid) or CVE (Paid) settings.

**Training Agreement** is a written document that describes the conditions and requirements to be met by those parties involved with utilizing the business and industry resources for vocational instruction.

**Training Site Supervisor** is the employer who works at the worksite who supervises and supports the intern in the learning process.

## **Introduction to Internships**

### **Community Classroom Cooperative Vocational Education**

The Regional Occupational Program (ROP) and the Career and Technical Preparation Department (CTP) provide tuition free career preparation courses for high school students. These classes give students a great opportunity to explore possible careers, begin training in a particular field, and build essential skills leading to initial employment and/or advanced post secondary education upon high school completion.

Generally, students do not get paid while training in ROP; however, a few ROP courses provide the option of Cooperative Vocational Education (CVE) to eligible students after reaching a certain level of skill proficiency. During CVE, student are paid for on-the-job hours.

Our students receive high school credits and may even earn community college credits in selected classes while attending ROP/CTP courses.

ROP Community Classroom (CC) and CVE programs have been proven to be extremely effective methods of instruction and are a unique way of providing a combination of related classroom instruction and paid or unpaid instruction in a business or industry setting. The importance of on-the-job training as a highly effective means of developing solid job skills has been long recognized.

The ROP CC and CVE Internship methodologies take place at business/industry sites where occupational training programs are conducted. Their purpose is to expand occupational training opportunities by utilizing existing sites and facilities other than those of the traditional classroom. Each student's vocational preparation is therefore jointly planned and supervised with the educator and the business.

This ROP Internship Information Booklet is designed to assist in training employers and other school or community contacts in developing a better understanding of the two methods of instruction.

This shared responsibility is facilitated through a written Individual Training Site Plan (ITSP). The ITSP ensure that each intern experiences a progression of learned activities at the training site.

Topics in the booklet include how to get started, training agreements, required steps and forms, teacher responsibilities, and other forms of program operation.

## Internship Definitions

**Community Classroom (CC)** is an instructional methodology that utilizes unpaid internship experiences at business, industry, and public agency sites to assist students in acquiring competencies necessary to obtain entry-level employment.

**Community Classroom Training Site** is the business, industry, or public agency location where students receive their unpaid internship experience.

**Competency** is the prescribed performance level for the skills, knowledge, and attitudes necessary to accomplish a job task.

**Cooperative Vocational Education (CVE)** is an instructional methodology that correlates concurrent, formal, vocational education classroom instruction with regularly scheduled, paid training experiences. Cooperative Vocational Education assists students in developing and refining occupational competencies needed to acquire, adjust to, and advance in the occupation.

**Cooperative Vocational Education Training Site** is the business, industry, or public agency location where students receive their regularly scheduled, paid training experience.

**Employer** is the individual accepting the student as an intern into his or her business.

**Individual Training Site Plan (ITSP)** is a written document that identifies competencies students will acquire

**Work Permit:**

Students under the age of 18 are required to obtain a work permit if participating in a CVE (Paid) internship. The student will obtain a work permit from his or her school prior to beginning the CVE internship.

**Student Eligibility**

- Interns must be a minimum of 16 years of age or in grade 11.
- Interns may participate in internship training only up to the maximum hours in the course outline.
- A CVE intern must be employed a minimum of eight hours weekly in a job directly related to the ROP course.

**Supervisor Requirements**

- The CC/CVE instructor who provides related classroom instruction must also conduct the visitation/supervisions.
- A record of supervision visits is required to document visits/observations and includes when and what the teacher observed.
- Upon visiting the site to observe an intern, the instructor consults with the training site supervisor(s) about the intern's performance/progress and attendance.
- The instructor consults with interns to determine their perceptions of their performance/experiences and to discuss any schedule changes or concerns.
- The teacher arranges for CC interns to make up missed internship hours.

**Miscellaneous:**

For ROP interns, safety equipment is the responsibility of the training site.

**Objectives for ROP Internships**

The main objective for ROP Internships is to provide basic background instruction to help interns prepare for business/industry occupations and related professions. The following objectives support the ideals of internships and give the students a memorable experience:

1. To facilitate the transition between school and employment.
2. To provide training sites for interns to practice skills and attitudes learned in the classroom.
3. To provide interns with practical experience that will help make their classroom instruction more meaningful.
4. To provide an opportunity, through the use of local businesses, for interns to acquire skills and knowledge that are best developed on the job.
5. To provide opportunities for interns to make social adjustments and to develop the ability to work cooperatively with coworkers and supervisors.
6. To emphasize to interns the importance of being able to follow directions, pay attention to details, and accept supervision.
7. To instill in interns the benefits and responsibilities of gainful employment.
8. To provide interns with the ability to keep up with the changing world of work by putting emphasis on problem-solving, thinking, and decision making.

9. To provide interns with instruction in business skills, principles, and concepts that will lead to success on the job.
10. To counsel interns who want to continue educational training beyond high school.
11. To point out to interns that constant educational growth is necessary for successful employment and good citizenship.
12. To graduate well trained, experienced workers.

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## Requirements for Community Classroom Internships

### Community Classroom (CC) - Unpaid

- Requires an *unpaid* internship combined with related concurrent classroom instruction.
- Requires placement in an occupation related to the ROP course.
- Requires Workers' Compensation Insurance be provided through the Sacramento County Office of Education.
- Requires the internship site has no immediate financial benefit and does not replace an employee.
- Requires that learning objectives in the form of an ITSP be maintained and used at the internship site.
- Requires official authorization in the form of a signed Training Agreement.

### Individual Training Site Agreement (Form #2):

The instructor, training site supervisor and intern will work together to determine days and hours to report to work, indicate the information on the agreement and sign the agreement.

### Individual Training Site Plans (Form #3):

The instructor, training site supervisor and intern will work together to build an ITSP for the intern.

1. The ITSP will indicate the competencies the intern is expected to achieve and the expected duration of training for each competency.
2. An intern who converts from CC to CVE may use the same ITSP, but it should clearly indicate the date of transition. Competencies, hours, and locations may be adjusted to reflect changes in training conditions and expected intern outcomes.
3. A copy of the ITSP will remain at the training site.

### Training Site Supervisor's Evaluation (Form #4):

The Training Site Supervisor will provide a written evaluation regarding the intern's progress.

1. Each intern will receive a copy of the evaluation.
2. The training site supervisor must sign the evaluation.

### Time Card:

A weekly time card must be used to account for the actual hours the intern is in attendance.

1. The training site supervisor will verify the intern hours by signing the time card.
2. The intern and instructor must also sign the weekly time card to verify the hours.



## **Training Agreements, Applications, Eligibility, Permits**

### **ROP Application:**

High school students and their parents must sign the ROP Application

### **Training Agreements (Form #1):**

Training Agreements must be formally signed by any employer who agrees to sponsor a CC or CVE intern.

1. If the employer agrees to host a student intern, the instructor will initiate the appropriate agreement. The instructor will fill in the blank spaces in the agreement specifying the employer's name, address, phone number, and employer representative/contact. The instructor will also obtain the employer's signature.
2. Interns may not begin attending the training site until the Training Agreement is signed by the training site supervisor.
3. A copy of the training agreement will be provided to the training site.
4. The instructor will be the primary contact with the business or agency.
5. A single Training Agreement may be set up for businesses, industries, or government agencies with multiple stores, branches, or locations. A list of the locations, with addresses, phone number, and training site supervisor, must be attached to the signed training agreement.

- Requires the teacher of the related class to observe each student once every three weeks at an internship site.

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## **Requirements for Cooperative Vocational Education Internships**

Cooperative Vocational Education (CVE) - Paid

- Requires a *paid* internship combined with related concurrent classroom instruction.
- Requires placement in an occupation related to the ROP course.
- Requires regularly scheduled on-the-job training a minimum of eight hours per week (attendance may be recorded up to 15 hours per week maximum).
- Requires that the employer provide Workers' Compensation Insurance.
- Requires that a student under the age of 18 have a current, valid work permit.
- Requires that learning objectives in the form of an ITSP be used and maintained at the training site.
- Requires official authorization in the form of a signed Training Agreement.
- Requires the teacher of the related class to visit the training site once every four weeks and observe each student every other time.

## Process for Developing Internships at Business/Industry Sites

*The following is a suggested process to use when contacted by schools/ROP to provide unpaid (CC) or paid (CVE) internship placement for students.*

Things to consider:

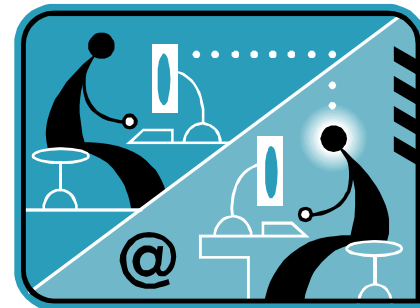
- Staffing capabilities
- Ability to provide a valuable learning experience for the student
- Accessibility for students
- Proximity to their school
- Proximity to public transportation
- Accessibility for teacher (Teacher routinely check on student interns)

### **Stage 1: Assess the capability of your business to host a student.**

1. Is your business/industry site willing to work with the ROP Instructor to complete the tasks on the ITSP?
2. Is your business/industry site willing to encourage good work habits and behavior?
3. Does your business/industry site have adequate equipment and facilities for the student intern to complete his/her assignment?
4. Does your business/industry site have high ethical, business, and safety standards?
5. Are you able to designate a training site supervisor who is interested in supervising students who will cooperate with the instructor? Proper supervision is

### **The Parent (if applicable):**

- Consent to the off-campus internship for his or her son/daughter during and/or after school hours and is aware that interns in CC internships are not paid.
- Is aware that students who use their privately owned automobiles for transportation to the training site are responsible for carrying their own automobile liability insurance.



- Makes a minimum of one site visit every three weeks for CC and every four weeks for CVE to observe and check with training supervisor, to document all site visits, and to facilitate periodic evaluation by training site supervisor or self.
- Maintains all required paperwork.
- Assists the interns in career planning and guidance.
- Monitors and evaluates intern participation in related classroom instruction.

**The ROP:**

- Provides Workers' Compensation Insurance for all students in CC internship (unpaid portion of the internship program).
- Provides a teacher to supervisor the program, maintains regular contact with the sponsor, and meets weekly with the students.

**The Intern:**

- Enters the program to learn as much as the employer and teacher can provide in the nature of occupational information, skills, and good work habits.
- Keeps regular attendance and notifies worksite supervisor if he or she is unable to attend.
- Shows honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, a willingness to learn, and wears the proper uniform (if appropriate).
- Consults teacher about any difficulties at the training site.
- Observes the rules and regulations of the school and training site.
- Carries out assigned activities and duties at the training site.
- Must attend classroom training one day a week.

needed for student interns.

6. Is the site supervisor committed to complete the necessary reports and evaluations?

**Stage 2: Meet with the respective ROP Teacher to discuss potential intern match.**

1. Employers and Training Site Supervisors meet with the ROP Instructor to discuss:
  - Course information
  - Training agreements
  - Individual Training Site Agreement
  - Individual Training Site Plan (ITSP)
2. Sign Training Agreement (Form #1) and Individual Training Site Agreement (Form #2). Business retains a copy for their records.
3. Determine the number of students and the type of internships you are willing to provide.

**Stage 3: Arrange an interview for student interns.**

1. Conduct professional interviews\* for the students as would be done for any new hire.
2. Choose students that would be a good fit for your business or industry.

\* The granting of an interview does not guarantee the student the internship assignment. Discretion is on behalf of the employer, however training opportunities are open to all regardless of race, color, ancestry, relation, age, sex or handicap.

#### **Sate 4: Set up the Internship Assignment.**

1. When students have been accepted as interns for your business:
  - a. Assign students to prospective training site supervisor. The ROP teacher, site supervisor, and student determine days and hours of training. These hours will be recorded on a Individual Training Site Agreement. A copy of the agreement will be provided to the site supervisor. (Note: Internship must allow for teacher visitation.)
  - b. Complete and sign student intern's weekly time card. Time cards will be reviewed by the ROP Instructor.
  - c. At the end of the internship, conduct final intern performance evaluation. (Utilize Training Site Supervisor's Evaluation Form #5.)



## **ROP Internship Roles and Responsibilities**

The ROP Internship provides an opportunity for each student to gain career and technical skills and to earn school credit. The agreement shows the responsibilities of the parties concerned: the training site supervisor, the ROP Instructor, the intern and the parent.

#### **The Training Site Supervisor:**

- Cooperates and consults with the teacher regarding the student and the training plan.
- Assures that the intern is not allowed to remain in any one operation, job, or phase of the occupation beyond the period of time where such experience is of educational value (CC only).
- Adheres to all federal and state regulations regarding employment.
- Provides experiences for the intern that will contribute to the attainment of the career objective.
- Evaluates the intern's progress on the job.

#### **The ROP Teacher:**

- Provides introductory classroom instruction to teach the vocational foundation skills, regulations, and safety procedures required on the job.
- Have employer sign the Training Agreement.
- Finds and supervises training sites for interns to apply skills.
- Provides related classroom instruction (one day per week) during the internship.
- Matches and assigns interns to employers.
- Prepares and completes ITSP.