

NEW SHOREHAM SCHOOL DISTRICT
BLOCK ISLAND SCHOOL

Definition of Program: Cooperative Work Study/Internship is a program which permits selected students to be released from school to work or perform a service in related occupational fields. The program is a supervised, coordinated, and accredited school program where accepted students gain realistic employment experiences and receive school credit towards graduation.

Mission Statement: The mission of the Work Study/Internship Program will be to foster post secondary study in an occupational or academic field of interest.

Objectives:

To demonstrate work related skills such as task completion and punctuality;

To develop/demonstrate positive work habits;

To develop responsibility in an independent situation;

To promote better understanding of the relationship between formal education and job success;

To facilitate the transition from school to work;

To provide career guidance that will serve as a sound basis for a career choice.

Who Should Apply?

Work Study/Internship experience is intended for:

1. The student who desires to work in a job that is related to his/her expected career or profession.
2. The student who is unsure of his/her career direction and would like to explore a variety of job possibilities.
3. The student who feels that a supervised work experience outside of school might make school more meaningful to him/her.
4. The student intends to seek full-time employment upon graduation and should develop the necessary skills, knowledge, and experience to do so.

Criteria for Participation:

1. Limited to 12th graders who:
 - a. Must be in good academic standing, passing with an average of 70+ in all classes at the end of the third quarter of junior year.
 - b. Must currently meet all academic requirements for graduation and maintain graduation eligibility during senior year.
 - c. Must not exceed 10 percent absences (from a total of 180 school days), a total of 13 by the end of the third quarter of junior year.
2. Approval of goals set forth by student, parent, project coordinator, and supervisor.
3. It is understood that academic schedule is first priority. Work Study/Internship Program is scheduled around academic schedule.
4. Passing grade must be maintained in Work Study/Internship Program.
5. NO MONETARY COMPENSATION WILL BE GIVEN TO STUDENTS PARTICIPATING IN WORK STUDY/INTERNSHIP PROGRAM DURING THE SCHOOL DAY.
6. This is NOT a required program and may be denied or students may be "pulled" from a job experience for unethical, academic, or disciplinary matters. Students who no longer have an internship will be placed in an academic class based on availability.

Responsibilities:

Student:

1. Goal setting meeting between student and program coordinator must be held prior to final approval.
2. Goals and objectives must be approved by employer.
3. Must submit a weekly log/journal to program coordinator to assure that goals and objectives are being met.
4. Must arrange transportation to training site.
5. Must report to assignment on time; any day student is not in school he/she will notify supervisor and will not report to work.
6. Must report to school assignments when he/she does not report to work.
7. Must notify school office of any change in intern status or work schedule.
8. Must sign out at school office upon leaving for assignment; sign in at school office upon returning to school.
9. Must maintain the confidentiality required of an assignment.
10. Changes in placement will need to be approved by the administration and will be granted only if the internship aligns with the objectives of the program.

Parent:

1. Share with the school the responsibility for the conduct of the student while in training.
2. Share with the student the responsibility of goal-setting.
3. Provide the needed equipment, clothing, and transportation the student needs for the work site.

Employer/Mentor:

1. Offer the student the greatest possible variety of job experience within the student's capabilities.
2. Sign off on the paperwork needed by the school for the student to work at the work site.
3. Permit school representatives to visit the training site to observe student progress.
4. Notify the school office any time a student is dismissed from an assignment prematurely or excused from reporting on a specific day.
5. Submit bi-monthly evaluations to the school of the student's progress.
6. Cooperate with school on any matter requiring disciplinary action.
7. Inform the school, program supervisor of any problems with the student at the work site.

School:

1. Conduct interview with the student after an application has been submitted requesting a work study/internship program.
2. Arrange interviews between prospective supervisors and students.
3. Arrange a mutually agreeable schedule for student's released time.
4. Cooperate with supervisors on any matter requiring disciplinary action.
5. Maintain open communication with supervisors.
6. Arrange for school representative to make at least one on-site visit for each Work Study/Internship Program experience.
7. A quarterly academic (pass/fail) grade will be given to the student based on relative evaluation criteria.
8. Academic credit will be given based on the number of hours per quarter participating in the Work Study/Internship Program.

Dismissal/Withdrawal: Student may withdraw from program without penalty up to two weeks after entry. Supervisor may dismiss student at any time for cause; student will have the right of due process. If dismissal occurs student should make every effort to enter a course for credit or audit a course if none other is available.

Program coordinator is a faculty member who agrees to oversee program (i.e. vocational education teacher) and/or the guidance counselor or principal.