**Prairie City High School**

**Work Study/Internship Program**

The Work Study/Internship Program provides junior and senior students an opportunity to meet their academic requirements for graduation while gaining valuable work or internship experience. Through this experience, students will build the knowledge, skills and self-­‐confidence to be successful in higher education, in the workplace and in life. Students participating in this program will attend their academic classes daily and be granted a late arrival/early dismissal to participate in employment or internship during school hours.

Students can earn up to two credits per academic year through Work Study/Internship. This program is not offered during the summer. Only hours completed during the academic year will count for credit.

Work study is assessed on a Pass/Fail basis. Failure to comply with the regulations and expectations of the Work Study/Internship program will result in a grade of ‘F’.

**Consequences for Inappropriate Behavior in Work Study/Internship**

Work Study/Internship during school hours is offered as a *privilege* to students. Students are allowed off campus because:

* We feel it is reasonable to help establish qualities in students which many employers feel are lacking in many young people today (i.e. responsibility, accountability, attendance, appropriate behavior with customers/colleagues, ethical, etc.)
* They have mastered basic academics taught within the school setting and/or the traditional school setting is no longer appropriate
* They are gaining valuable experience in a field they are interested in pursuing
* As juniors or seniors, they are mature enough to handle time off-campus without direct teacher supervision

Because Work Study/Internship is a privilege and because of the above factors, the following consequences may be served on students found cheating in any way (i.e. forging evaluations, etc.) or on students displaying unethical or irresponsible behavior during the time for which they have enrolled in Work Study/Internship

* All credit or hours logged up to that time during that semester will be removed
* The student’s transcript will permanently show a “F” for the semester in which the infraction occurred
* Student will be assigned to a Study Hall during the blocks for which he/she had been assigned to Work Study/Internship
* A new Work Study/Internship experience may begin the following semester; however the Work Study/Internship will only be allowed for a maximum of one school credit per year (rather than the two usually allowed per year)
* The employer will be contacted and notified of the episode/situation

*There is never a good reason for cheating! If your employer is not available to sign your evaluation on the day it is due, it is not his/her fault. You are always able to get evaluations to your employer in plenty of time for him/her to have some time to process it in a timely manner, return it to you so that you turn it in on time. Pre-arrange with your employer/supervisor an appropriate time to submit your evaluations so that you may turn them in on time to your school.*

I have read and agree to comply with the above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature/date Parent/Guardian/date Employer or Supervisor/date

**Work Study/Internship PROGRAM AGREEMENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be permitted to enter into work study experience with

*Student’s name*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Employer/Company name Complete Mailing Address*

The purpose of this Agreement is for the student to gain experience and knowledge relating to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Said student will be supervised by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the above location.

1. Employment and training of students shall be in accordance with Federal, State and Local laws and Regulations pertaining to student trainees in a Work Study Program. The employer/trainer agrees to instruct the student trainee in safety procedures while on the premises.
2. The student, during the process of training, will have the status of a student trainee.
3. This Work Study/Internship program is designed for the Prairie City School District regular school year. The student trainee may be employed or interned during the summer months; however they will not earn credit during summer break.
4. Students may earn ½ credit for each 75 hours of work/training:

* The school may provide one or two periods per school day for generally job-related instruction. If a student’s class schedule indicates work or internship during a particular block, the student should attempt to include this in the work/internship schedule issued by the employer
* The student may work for Work Study/Internship credit outside of school hours (before/after school, weekends, non-school days within the school calendar year)

1. The student is to receive a variety of experiences in the training station as determined by the employer/supervisor and in the vocational plan.
2. The Work Study/Internship coordinator may consult with the employer regarding the plan and evaluation of the student’s progress. Any complaints should be made to the Work Study/Internship coordinator and necessary schedule adjustments will be made.
3. The student’s parent/guardian will be responsible for the conduct and attendance of the student while involved in this program. Prior notice of student’s absence is expected. If the absences become excessive, the employer should contact the Work Study/Internship coordinator.
4. The student-trainee will be required to conform to the employer’s/supervisor’s standards of conduct, dress code and other on-the-job performance.
5. This agreement may be cancelled at any time provided due notice is given to all parties.
6. Worker’s compensation insurance coverage shall be provided to the student by the above referenced employer for paid employment.
7. A copy of this Agreement will be kept on file with the Work Study/Internship coordinator.

The parent/guardian, student and employer mutually agree to release and hold harmless the Prairie City School District 4, its officers, employees and agents from and against any claims, damages, awards or other matters of any nature arising out of this program and which are not covered by worker’s compensation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature/date Parent or Guardian signature/date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer or Supervisor/date Coordinator signature/date

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| Prairie City School District  P.O. Box 345 ● 740 Overholt Street ● Prairie City, Oregon 97869 ● (541) 820-3314 | **Work Study Time Sheet** |

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| --- | --- |
| **Instructor Name:** |  |
| **Student Name:** |  |
| **Supervisor’s Contact Information :** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Activities** | **Total Hrs.** | **Supervisor’s Initials** |
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|  |  | **Weekly Totals** |  |  |  |

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| --- | --- | --- | --- |
| Student Signature: |  | Date: |  |
| Supervisor Signature: |  | Date: |  |