

# WHS

## Internship - Contract

WUSD supports the concept of students working while learning. 5 Elective credits can be earned each semester for paid work experience where students work for an employer for a specified period of time to learn about a particular industry or occupation.

### EMPLOYEE INFORMATION/STUDENT

Student Name \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Current Grade Level \_\_\_\_\_

WHS Counselor \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

All communication from Internship Coordinator will come via email. Please make sure email address is accurate (please print neatly) and update any changes to email address with Internship Coordinator.

#### Student Responsibilities & Requirements

- **Have permission** from their **parent/guardian** to participate in the program. N/A if student is under 18.
- Submit a **Final Evaluation** at the end of each participating semester from Employer.
- Keep regular **attendance** and passing **grades**. Internship credit can be lost due to truancy in other classes.
- Keep **accurate records** (schedules, pay stubs, work permits, etc.).
- **Be prepared** to provide **copies of pay stubs once per semester** (for grading purposes).
- Keep a valid **Work Permit** on file at WHS if under 18.
- Work a minimum of **5 hours** a week in a particular career activity at the specified work site.
- Maintain a **high work ethic** (good attendance, respectful attitude, willingness to learn and appropriate conduct/attire).
- Provide own **transportation**. WUSD is not responsible for transporting students to their work sites.
- Notify Internship Coordinator of any changes in your **employment status**.
- Complete the **Employee, Employer & Worksite Information** (back of this form)

**I agree to the above responsibilities and requirements of Internship. I know I must submit verification of employment, hours worked, and an evaluation at the end of each semester in order to receive elective credit.**

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

\_\_\_\_\_  
Date

### PARENT/GUARDIAN

Name \_\_\_\_\_

#### Parent Responsibilities

- Authorize your student's enrollment for employment
- Contact WHS with any questions or concerns regarding job concerns and status

*I agree to the above responsibilities and give permission for my son/daughter to enroll in WHS's Internship Program.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

#### For Internship Coordinator

- Work Permit on file n/a
- Approved
- Not Approved

\_\_\_\_\_  
Counselor's Initials

\_\_\_\_\_  
Date

Jennifer Taddei  
WHS Internship Coordinator  
837-7767 x2137  
jtaddei@wusd.org

**COMPLETED INTERNSHIP CONTRACTS ARE DUE WITHIN THE FIRST TWO WEEKS OF THE SEMESTER**

# Required Employee, Employer & Worksite Information

## EMPLOYER & WORKSITE INFORMATION

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

## INTERNSHIP (STUDENT) INFORMATION

Employee Job Title \_\_\_\_\_

Description of Duties \_\_\_\_\_

Hire Date \_\_\_\_\_

Approximate Number of Hours Working Per Week \_\_\_\_\_

## EMPLOYER

Site Supervisor's Name \_\_\_\_\_

Contact Phone # \_\_\_\_\_

### Employer Responsibilities

- Retain valid work permit
- Furnish student with check stubs showing hours and deductions
- Provide evaluations when needed
- Contact WHS regarding job concerns and status

*I agree to the above responsibilities of the Internship program at WHS/WOA.*

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

\_\_\_\_\_  
Date

PLEASE ATTACH BUSINESS CARD

**please  
read!**

## WHS INTERNSHIP FAQ's

**1. Do I need a work permit to enroll in Internship?**

Yes! Except in limited circumstances defined in CA labor law codes, all minors under 18 years of age employed in the state of California must have a permit to work. Work permits grant permission from the school district for a minor to work. Minors need to have a work permit issued to them by the school district every school year and during the summer. Prior to permitting a minor to work, employers must possess a valid permit to employ and work.

**2. How many hours do I need to work in order to meet the Internship requirements?**

*A minimum of five hours is required per week*

**3. What are personal goals as they relate to Internship and my current employment?**

*Personal goals can be any skill or work ethic that you would like to improve on in the course of being enrolled in Internship. Examples:*

*Being able to prepare all the food items listed on the menu without assistance.*

*Receive a promotion into a Supervisory position.*

*Arrive at work ten minutes early for each shift.*

**4. What is acceptable evidence that I am employed and work the minimum required hours?**

*Only copies of official pay-stubs and/or time-cards will be accepted. Please do not submit original pay-stubs or time-card (evidence will not be returned to the students). In addition, an employer evaluation is required at the end of each semester (in order for student to receive credit)*

**5. Can I receive Internship credits for “under-the-table” jobs?**

*No. Students must be employed by a properly licensed business that provides their employees official paychecks.*

**6. As a minor, can I work anytime?**

*Child labor laws protect teens from working too long, too late or too early. **See below chart.** WHS’s Internship program does not provide exception to California child labor laws.*

**7. What do I need to turn in each semester?**

1. Copies of official pay-stubs or time-cards (verifying 5 hours per week) due each semester.
2. Employer Evaluation due at end of each semester.

**8. How will I be evaluated by my employer?**

The following skills have been determined by Sonoma County employers as critical skills for students to have before beginning work. Each skill will be evaluated on a five-point scale.

- Demonstrate the willingness to work*
- Demonstrate integrity*
- Demonstrate customer service skills*
- Demonstrate promptness*
- Avoid absenteeism*
- Read and understand written information*
- Have and apply computer skills*
- Maintain appropriate grooming and hygiene*

- Be respectful of the opinions and contributions of others*
- Take responsibility for completing one’s own work accurately*
- Demonstrate the willingness and ability to learn*
- Work well with others as a part of a team*
- Use and apply basic math*
- Demonstrate satisfactory oral and written communication skills*
- Avoid language or comments that degrade, insult or demean others*

### Work Hours for Teens

	<b>Age 14-15</b>	<b>Age 16-17</b>
<b>Work Hours</b>	7 am to 7 pm from Labor Day to June 1 <sup>st</sup> Not during school hours 7 am-9 pm from June 1st to Labor Day	5 am to 10 pm on school nights 5 am to 12:30 am when there is no school the next day
<b>Max Hours When School Is in Session</b>	18 hours a week, but not over: 3 hours a day on school days 8 hours a day Sat-Sun and holidays	48 hours a week, but not over: 4 hours a day Mon-Thurs 8 hours a day Fri-Sun and holidays
<b>Max Hours When School Is NOT in Session</b>	40 hours a week 8 hours a day	48 hours a week 8 hours a day

