

# INTERNSHIP



Paola High School  
Work Based Learning  
INTERNSHIP PROGRAM

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# Paola High School Student Internship Program



## PURPOSE OF THE INTERNSHIP PROGRAM

The purpose of our internship program is to allow students to explore a possible career field through real-world experience.

## VISION

The program focuses on skills that all students should have when entering the workforce. These focus skills include:

- Systems Thinking
- Interpersonal Skills
- Communication Skills
- Information Use
- Resource Management
- Applied Academic Skills
- Personal Qualities
- Technology Use
- Critical Thinking Skills

Students will be placed at an internship with a cooperating business partner, with a possible interview. A trust will be established with both the students and the business partner that the student will be developing skills through hands-on experience, and not just a job shadow.

## SCHOOL RESPONSIBILITIES

- Coordinate the internship class so the student will receive the specified number of elective credits.
- Provide forms and maintain adequate records.
- Act as liaison between the parties of this agreement.
- Screen and select student-learning applicants.
- Provide general related instruction.
- Notify the employer in advance if the employment status of the student changes (when possible).
- Make visitations and/or communication to the work site to discuss student progress, evaluate the work site and coordinate the program.
- Evaluate the student and assign letter grades and credits.

## BUSINESS PARTNER RESPONSIBILITIES

- Host the student for required hours, per class credit.
- Business partner supervisor may not be a parent or guardian of the student.
- Provide safe working conditions and safety instruction for tasks and duties performed during the internship period for the student learner.
- Release the student from his/her work schedule to participate in school activities, providing prior arrangements have been made.
- Provide instruction and training in industry field.
- Assign internship supervisor who will evaluate and supervise the student as agreed upon. Communicate with the coordinator to discuss the student's progress.
- Conform to all federal, state, and local labor laws and existing labor-management agreements that apply.
- No person shall be denied employment, re-employment, or advancement nor shall be evaluated on the basis of sex, marital status, race, color, age, disability, creed, or national origin. Age shall be considered only with respect to minimums set by law as specified by the state.

## STUDENT RESPONSIBILITIES

- Perform the necessary tasks and follow instructions as given by the teacher-coordinator and/or employer.
- Review school email and Google Classroom daily for updated communication regarding internship course information.
- Maintain a minimum grade of 80% to continue in the program (if interning 2 semesters)
- Provide transportation to and from place of employment.
- Notify the teacher-coordinator **and** the employer on day of absence or late arrival prior to starting time (when possible.)
- Not to report to work on days absent from school.
- File complete reports and other assignments on his/her job activities as required.
- Report to the coordinator as soon as possible when problems arise affecting his/her employment.
- Work to improve skills, knowledge, and personal qualities.