

## So you want to go on an internship.

The following steps for Instructors & Students will help to make a smooth transition from school to work:

- \_\_\_\_\_ 1. Check with your instructor to make sure that you have at least a C average and 90% attendance for your entire program. Have instructor initial.
- \_\_\_\_\_ 2. Instructors set up training sites with related industries. Instructor reviews the evaluation sheet and procedure for interns. The **Internship Program Agreement** is signed by employer and instructor.
- \_\_\_\_\_ 3. Instructors discuss the **Training Agreement/Plan** with employer on competencies and job responsibilities students will be expected to complete. This agreement must be signed by the employer and the instructor and given to the student. It can be updated as needed.
- \_\_\_\_\_ 4. If the student is under the age of 18, a **Hazardous Occupation Addendum** is signed by the instructor and the employer.
- \_\_\_\_\_ 5. The student attends an Employability Workshop and completes a polished resume with the Guidance Counselor at Franklin Technology Center.
- \_\_\_\_\_ 6. When a student is hired, the student fills out a **Student Profile Sheet** and completes an application for **Driving Pass**.
- \_\_\_\_\_ 7. The **Internship Program Agreement** is signed by the student, parents, instructor, employer, sending school administrator and Franklin Technology Center Administrator.
- \_\_\_\_\_ 8. Return **Resume, Student Profile Sheet, Internship Program Agreement, Training Agreement/Plan, and Hazardous Occupation Addendum** to Mr. Reed.
- \_\_\_\_\_ 9. Instructors will visit the job site periodically. Evaluations are filled out at the end of the quarter by the Employer (**Internship Progress Report**).
- \_\_\_\_\_ 10. During the internship, weekly tracking and evaluation sheets (**Training Progress Report(s)**) are to be completed by the student and signed by the supervisor. Students bring these back to Franklin Technology Center every week and the instructor checks progress. If a student fails to return this sheet two weeks in row, they will be called off of the Internship and must return to class.

**Note to Instructors:** Please clear with the sending school before you start this process, the administrators want to approve it before everything is already completed.