

## Internship Program Crawford Central School District

### Course

- The name of course is Internship Experience.
- The course will be offered only as a year-long course.
- There may be a semester option for case-by-case basis, which is approved by the principal and guidance counselor.

### Credits/Ranking/Grading

- Students who pass will receive 3.0 credits for the course.
- The course will be an elective credit, non-weighted, non-ranked.
- A grade will be given each nine weeks on a Pass/Fail.

### Orientation/Training

- Mandatory safety training and orientation will be done by the employer.
- A documented, signed form for the completion of training must be submitted to the guidance counselor.

### Evaluation

- Students will be evaluated using a rubric on initiative, physical fitness, safety, and attendance.
- The employer will evaluate the student bi-weekly.
- Site-based visits will be done monthly by a guidance counselor, teacher, or transition facilitator.

### Eligibility

- Students must be senior status.
- Students submit an application, resume', and cover letter to the guidance counselor.
- A team including a principal, guidance counselor, teacher or curriculum director and employer will review and determine eligibility for the program.
- Students must have a positive attendance rate, GPA, and discipline record.
- Students must have transportation to and from the work program.
- Students may be removed from the internship program if the student is not following the rules and regulations.
- The student may be asked to participate in a drug screening if it is a requirement of the employer.
- A release of records will be signed by the parent/student for release of written records or reports made by the employer.

### Employer

- There is a specific start and end date to the internship. There is no expectation from the employer to continue employment after the internship experience.
- Employers are not expected to require Clearances of their employees.
- The employer has the right to reject any application.
- The employer will pay at least the minimum wage.
- The employer will provide worker's compensation insurance to the employee.