



## CAREER AND TECHNICAL EDUCATION

### Work- Based Learning – Internship Overview

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Dear Business Representative:

The main goal of our work-based learning program is to provide opportunities for students to apply and enhance the knowledge and skills obtained in the classroom. It enables students to acquire the attitudes, skills and knowledge needed to succeed in today's workplace. We seek to build a mutually beneficial relationship by connecting future job seekers with employers searching for qualified workers. Employers may benefit from previewing a pool of skilled and motivated potential future employees and by reducing recruitment and training costs.

Students must meet eligibility requirements for (unpaid) internship or (paid) co-op work experience:

- Satisfactory **attendance, grades, and skills**
- Demonstrates consistent, **safe** work habits
- Displays proper work **attitudes** and the desire to produce high **quality** work
- **Resume**
- Working Papers (under 18)
- Teacher discretion/**recommendation**

The work experience agreement details the responsibilities of the student, worksite, and CiTi.

### WORK- BASED LEARNING EXPERIENCE AGREEMENT

The **student understands** that his/her conduct is a reflection upon the CiTi and agrees that he/she will:

1. Abide by company rules, regulations and policies set forth by the participating business;
2. Demonstrate a conscientious attitude and be honest, punctual, cooperative, courteous and willing to learn while at the Internship Location;
3. Keep regular attendance as agreed upon with the Internship Location, excluding Internship Location observed holidays, days on which the Internship Location is closed or other legal absences and understands that his/her attendance will be taken from his/her weekly attendance reports;
4. Keep regular attendance at his/her home school and the CiTi;
5. Provide his/her own transportation to and from the Internship Location. It is expressly understood that the CiTi, the student's home school, and the Internship Location are in no way responsible for providing the student with transportation to and/or from the Internship Location at any time, or for any incidents or accidents which may occur while the student is on route to or from the Internship Location;
6. Give the Internship Location as much advance notice as possible if unable to report for work or to do so in a timely manner and leave a voicemail message at 315-.963.4419 or text message to 315-529-5140;
7. Report to CiTi if the Internship Station is closed for any reason during the time in which the Student is scheduled to be at the Internship Station;
8. Complete weekly timesheets as required by CiTi CTE Program;
9. Engage in only those work-based learning experiences approved by the supervisor at the work site; and
10. Obtain working papers (employment certificate, if under 18 years of age).

## WORK- BASED LEARNING EXPERIENCE AGREEMENT

The **Internship/Co-Op Location** agrees that it will:

1. Not permit the student to replace any paid employee;
2. Advise the student of all company rules, regulations and policies which relate to the student;
3. Follow all applicable State and local guidance regarding workplace health and safety currently in effect, including, but not limited to cleaning and sanitation, social distancing, limited size of gatherings, and providing adequate personal protective equipment (PPE) for the student;
4. Provide direct supervision by an authorized employee to the student as needed (i.e., the Work-Experience Supervisor) who may perform some of the tasks in this section on behalf of the Employer;
5. Explain to the student the responsibilities and duties of his/her job;
6. Review the student's performance with him/her on a weekly basis and sign a weekly timesheet, complete an evaluation of the student on forms provided by the CiTi;
7. Inform CiTi when the student is absent or not performing adequately by calling Carol Taormina, WBL coordinator at 315.963.4419 or Michael Thurlow, CTE principal, at 315.963.4433.
8. Complete an accident report form and return to CiTi CTE program in the event of an accident;
9. Observe any and all laws and regulations that may relate to the student's work experience including but not limited to New York State Worker's Compensation Law §2 & §10, and Chapter 3 of the Employer's Handbook to Worker's Compensation in New York State;
10. Immediately notify the CiTi CTE program of any injuries involving or sustained by student interns for insurance and liability purposes; and
11. Assure that students will be accepted and assigned to jobs and otherwise treated without regard to race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender, gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York State and/or federal nondiscrimination laws, and if applicable, provide equal access to the Boy Scouts and other designated youth groups.

**CiTi** agrees that it will:

1. Carry the insurance listed for students during class activities including internships, job shadows and co-op work experience placements.
  - a. **General Liability Insurance.** The Oswego County Board of Cooperative Services, operating as CiTi, carries general liability insurance to cover up to one million dollars for a single event. As added protection, a ten million dollar umbrella policy is also in effect.
  - b. **Student Accident Insurance.** The Oswego County Board of Cooperative Services, operating as CiTi, also provides student accident insurance for injuries to the student while in such Internship, which insurance is secondary to both the parent/guardians health insurance if the parent/guardian has such insurance, and insurance that may be provided by the student's home district.
2. Assist the Student in securing employment regardless of his/her to race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender, gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York State and/or federal nondiscrimination laws, and if applicable, provide equal access to the Boy Scouts and other designated youth groups. (All inquiries and/or complaint regarding discrimination should be directed to the Compliance Officer in the District Office, Center for Instruction, Technology & Innovation, 179 County Route 64, Mexico, NY 13114, phone number:315.963.4286.)
3. Review with the Student and the Internship Location their respective responsibilities and obligations while participating in the Program.