



CAREER AND TECHNICAL EDUCATION

Work- Based Learning

Internship & Co-op Work Experience

FIELD EXPERIENCE – INTERNSHIP & CO-OP

Field experience is an extension of classroom learning and a vital component of our Career & Technical Education (CTE) programs. Internships and co-ops provide students opportunities to apply and enhance knowledge and skills in the field while developing appropriate work habits and attitudes. For employers, field experience is proving to be an effective way to preview, train, and recruit labor.

INSURANCE

CiTi carries the insurance listed for students during internships, job shadows and co-op work experience.

General Liability Insurance. Oswego County BOCES, operating as CiTi, carries general liability insurance to cover up to \$1 million for a single event. As added protection, a \$10 million umbrella policy is also in effect.

Student Accident Insurance. 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.

HAZARDOUS OCCUPATIONS – EXEMPTION FOR MINORS

CiTi's Co-op work experience program and our CTE programs are approved and registered with the NYS Education Division of Occupational Education allowing students aged 16-17 to qualify for an age exemption to work and learn in (the aligned) hazardous occupation per federal and NYS Labor laws.

Certain hazardous occupations are allowed per NYS law for student-learners aged 16-17 when:

- Enrolled in a NYS approved cooperative vocational training program
- Participating in CTE Work Experience Program (CO-OP) which is NYS registered and approved
- Health and safety instruction/training appropriate for the job is provided by the school before employment; employer specific training is provided by the employer on the worksite
- The program is conducted by a certified CTE teacher who possesses WBL certification extension #8982

INTERNSHIP & CO-OP DETAILS

INTERNSHIP is related to the CTE program with the goal of developing career relevancy and competence. Internships typically take place 2-3 hours a day, up to 4 days a week, in place of the student's CTE class. They may take place outside of school hours (including summers) depending on employer needs and student availability. An internship can last from several weeks to several months and is unpaid.

ELIGIBILITY - Attendance, grades, skills, safety, work ethic, and attitude must be satisfactory to participate in an internship. Employers are encouraged to review resumes and interview candidates prior to any commitment.

TRAINING PLAN - Teacher, employer, and WBL coordinator develop the plan. Student SAFETY is always the top priority. The instructor and coordinator provide support to the student and employer throughout the placement.

CO-OP work experience is the same as an internship except that the student is hired by the company and paid at minimum wage or higher. Students may expand their hours and work to become a skilled, productive employee.

RESOURCES – CHILD LABOR LAWS

Information relating to wage and hour restrictions as well as prohibitive occupations exceptions for students participating in the CO-OP can be found at <https://dol.ny.gov/state-prohibited-occupations-minors> and https://dol.ny.gov/system/files/documents/2021/12/p882-12-21_0.pdf