



12th Grade Option Program

Linking Classroom Practices to the Real World



12th Grade Option Program Career Internship Resource Packet

Includes Definitions, Forms and Resources

2004 Edition

**New Jersey Business & Industry Association
New Jersey Department of Education
New Jersey Department of Labor**

www.njbia.org/finalcareerinternship.pdf



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March 9, 2004

Dear Education and Business Leaders:

I am pleased to send you a Career Internship Resource Packet, which is designed to help high school students participate in career internships through the NJ Department of Education's 12th Grade Option Program. This Resource Packet contains background information that students, school districts, and employers should find useful in coordinating these internships. The New Jersey Business & Industry Association (NJBIA) compiled this information in cooperation with the NJ Departments of Education and Labor.

The enclosed materials will help school districts and businesses comply with federal and State labor laws, wage and hour laws, child labor laws, and education administrative codes when creating career internships. Included are model forms that can be modified for local use; however, we recommend that you include all of the elements outlined in this packet when documenting internships.

High school internships are a high priority at NJBIA. Our members often tell us that students entering the workforce lack basic job skills. The 12th Grade Option Program addresses this issue by giving high school students valuable on-the-job experience.

NJBIA has long been a champion of business-education partnerships that encourage students to explore the professional world. Career Internships provide students a great opportunity to see how their classroom learning is connected to the world of work and, ultimately, their future careers.

I hope you will find this Career Internship Resource Packet helpful. For more information or questions, please contact Libby Vinson, NJBIA's Vice President for Education Policy, at 609-393-7707, ext. 201, or lvinson@njbja.org.

Sincerely,

Philip Kirschner
President

New Jersey Business & Industry Association



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12th Grade Option Program Description

Background:

The 12th Grade Option is an initiative of the McGreevey Administration that is being coordinated by New Jersey Department of Education (NJDOE). It provides eligible students the opportunity to utilize their last year of high school to gain purposeful experiences that will help them get on track to their futures. Specifically, the program allows high school seniors who have completed their graduation requirements and passed the high school proficiency assessment (HSPA) to intern with local companies, serve as a teacher's assistant, volunteer time in approved community programs, or take college courses for high school credit.

The 12th Grade Option is part of Governor McGreevey's 21-Point Plan for Education Reform, which emphasizes creating, maintaining and encouraging diverse and multiple paths for student success.

Examples of the Senior Option Partnerships include the following:

- Career Internships in a career-focused, work related residency;
- Service tied to high school and/or post high school courses;
- Technical courses taken in and/or outside of the high school;
- Dual enrollment in college courses (both in the high school and at the college level); and
- Mentorships with teachers at the elementary, middle or high school level.

What Are 12th Grade Option “Career Internships?”

Career Internships are unpaid structured learning experiences designed specifically for the Department of Education's 12th Grade Option initiative. Qualifying high school seniors may elect to participate in 12th Grade Option Career Internship (Career Internship).

School districts may include Career Internships as part of their overall career orientation education plan. Career Internships are structured, supervised activities that may take place in a school district, at an employer or agency, a community- or faith-based organization, or in the community. Career Internships are designed to give students structured, supervised activities that will assist them to accomplish the following:

- Clarify career goals;
- Explore career possibilities;
- Develop employability skills; and
- Make the transition between school and employment or further education and training.



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What Laws and Regulations Govern Career Internships?

The New Jersey Department of Labor, Division of Wage and Hour Compliance also recognizes the value of career orientation education for students, which includes Career Internships. Department of Labor Wage and Hour regulations define Career Awareness and Exploration (*N.J.A.C. 12:56-18.1*, School-to-work program) as structured school programs that enable student learners to do the following:

- Develop awareness of the many employment opportunities available;
- Develop awareness of the relevant factors to be considered in making career decisions;
- Become familiar with occupational clusters and classifications;
- Explore key occupational areas and assess their own interests and abilities; and
- Develop tentative occupational plans and arrive at a tentative career choice.

Which Students May Participate In Career Internships?

Career Internships may be designed for all high school seniors who have completed their graduation requirements and passed the HSPA. College bound, gifted and talented, general education, vocational-technical, and special education students may all elect to participate in Career Internships if they meet the requirements of the 12th Grade Options initiative. For example, Career Internships might be designed for the following students:

- A general education or college bound student who has not selected a career path to gain first hand experience in a variety of employment areas to assist them in making employment decisions or selecting a major in college.
- A gifted and talented engineering student to design and execute a “master project” under the guidance of a professional engineer at an engineering firm.
- A college bound student who wants to become a research scientist to assist a researcher in a pharmaceutical or university research laboratory.
- A vocational-technical student to learn about career ladders within a particular career pathway.
- Any student to volunteer at a school district, community- or faith-based organization, or in the community to develop leadership skills, learn the value of community service, or the benefits of corporate investment in a community.



Career Internship Agreement Required Documentation

An agreement outlining the structure and expectations of the career internship must be signed by the school district, employer or agency partner, parent or guardian and student prior to the start of any structured learning experience. Enclosed in the Forms & Documents section of this packet under Attachment A-3 (pp. 24) is the “New Jersey Career Internship Agreement” model form, which contains all of the required documentation for the 12th Grade Option Career Internship. If local partnerships decide to create their own Career Internship Agreement form, it must contain all of the following information to be in compliance with federal and state laws, regulations and administrative code:

- **SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES:** In this section of the career internship agreement, the sponsoring school district and employer/agency must agree to meet the legal requirements that permit the placement of a student into a work site for an unpaid structured learning experience. The major requirements of this standard are listed in the “New Jersey Career Internship Agreement” model form, which is contained in the Forms & Documents section under Attachment A-3 (pp. 24). By agreeing to meet these legal requirements, the New Jersey Department of Labor, Division of Wage and Hour Compliance will grant the following two exemptions:
 - (1) The student intern would not be considered an “employee,” but rather would be recognized as a “student learner” under the law; and
 - (2) The Career Internship would not be considered “employment,” but rather would be recognized as a “learning experience” under the law.

The school district and employer/agency are responsible to ensure that the student is placed in training sites deemed non-hazardous. For additional information about child labor laws and hazardous placements, see the Child Labor Law FAQs section of this packet (pp. 15).

The school district must agree to provide appropriate supervision of the student through appropriately licensed district employees and the employer/agency will agree to permit school district staff to visit and monitor the student at the Career Internship work site.

The employer/agency must also agree that any productive work that might occur during the Career Internship will be incidental to the student achieving the planned learning objectives and that the student will not replace an employee.

Collaboration between the school district and the employer/agency in the planning and execution of the Career Internship must be detailed in the Career Internship Agreement. The school district should agree to maintain the student’s records reflecting the unpaid Career Internship and the employer/agency should agree to maintain a file of the student’s documents during the experience.



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The School Administrator and Business/Agency Responsibilities section must include the school district information along with the name, title, contact information, and signature of the Chief School Administrator who will sign the Career Internship Agreement. This section should also contain the employer/agency information along with the name, title, and signature of the person at the employer or agency who has the legal authority to sign the Career Internship agreement on behalf of that employer or agency.

NOTE: School district staff and work site mentors cannot sign the Career Internship Agreement on behalf of their respective agencies in this section. The signatures in this section *must* be individuals who have the legal authority to commit their agency to the terms and conditions of the agreement.

- **INSURANCE DOCUMENTATION:** The parties must agree to the scope, nature, and responsibilities for insurance coverage of the unpaid Career Internship prior to placing a student at the work site. Career interns are not employees, so the employer/agency providing the Career Internship work site are not required to cover the student with Workers Compensation insurance or unemployment insurance. The New Jersey School Boards Association Insurance Group recommends that the school district and employer/agency provide copies of their respective insurance certificates.

Employers/agencies providing Career Internship sites should not be exposed to any new liability by participating in the program. It is recommended by the New Jersey School Boards Association Insurance Group that the participating school district and employer/agency adopt a “hold harmless” position, meaning that the school district would agree to cover through its insurance policies any liabilities that are caused or would be the responsibility of the school district, and the employer/agency would agree to cover the student for any liabilities that are caused by or would be the responsibility of the employer/agency. An example of an insurance letter can be found in the Forms & Documents section under Attachment A-4 (pp. 29). And finally, if the student intern is driving to and from the worksite, it is advised that evidence of appropriate auto insurance be included in the insurance documentation gathered for the Career Internship.

- **TRANSPORTATION:** Transportation to and from the worksite is solely the responsibility of the student. Neither the school district nor the employer/agency are required to provide student transportation for Career Internships. However, if the student has an Individual Education Plan (IEP), the school district may be required to provide student transportation for the Career Internship if that requirement is included in the student’s IEP. The school district and the IEP team would make that determination. Under no circumstances would the employer/agency be required to provide transportation for the student to participate in the Career Internship.
- **STUDENT INFORMATION:** The Student Information section must include the student’s age, residential address and contact information. However, since the student is not an employee, the student’s social security number is not required. Districts may want to include



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the student's career cluster. The title of the student's Career Internship position at the work site should be included, even if the title is "Student Intern" or "Career Intern." This will clarify in the agreement the role of the student at the work site is a "student learner" and not an employee of the participating employer or agency.

The Student Information section must also include the work site address where the student will report to during the Career Internship. The student's work site may or may not be the same address as the headquarters or mailing address of the sponsoring employer or agency, so it is critical that the actual work site address for the student is documented in the Student Information section.

Identify the work site mentor's name and contact information in the Student Information. The work site mentor and contact information may or may not be the same as the employer or agency official who will sign the Career Internship Agreement on behalf of the employer or agency. Even if they are the same person, they should complete the Student Information section.

Identify a start date and an end date for the Career Internship. New Jersey Department of Labor Wage and Hour laws require that unpaid learning experiences, including Career Internships, must be of "limited duration." In other words, the Career Internship experience cannot be open ended. The planned amount of time the student will spend at the Career Internship work site should be designed around the learning objectives expressed in the training plan. If the student requires more or less time to accomplish the learning objectives, the time frame of the Career Internship could be adjusted at that time. Include the days and hours when the student will report to the Career Internship work site.

NOTE: Career Interns must be at least 16 years old to participate. Because of their age and the fact that the Career Internship is not paid employment, there is more flexibility regarding the hours that students may spend at the Career Internship than would be the case if the experience were paid employment. For more detailed information about hours, check the Child Labor Law FAQs section of this packet (pp. 15).

Both the Departments of Education and Labor require that all structured learning experiences taking place external to the school district, including Career Internships, must be documented in the student's graduation transcripts. If the school district plans to award graduation credit upon the successful completion of the Career Internship, the proposed credit will be included in the Student Information section. If graduation credit is not going to be awarded, then the agreement should identify how the Career Internship will be documented in the student's career portfolio. For example, documentation might include a student journal, evidence of a written or oral presentation, photographs of projects, etc.



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Finally, and importantly, emergency contact information should be included in the Student Information section. The school district should already have this information on file for the student, so they must share it with the sponsoring employer or agency.

- **STUDENT RESPONSIBILITIES:** The student must be signatory to the Career Internship Agreement. Therefore, the student's responsibilities for participating in the Career Internship must be included in the agreement. For example, the student will agree to: meet attendance and punctuality requirements when scheduled to report to the Career Internship work site; follow the required procedures for notifying the school district and employer or agency when those requirements cannot be met; comply with rules and regulations of the workplace and comply with the business/agency's business practices and procedures; and comply with the documentation requirements of the Career Internship, such as journals, time and attendance reports, and training assignments, as outlined in the student training plan.

A statement referencing expected behaviors should be included, such as a willingness to demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn. Partnerships may want to contain behavioral/ethical statements in a separate form, such as the "Student Code of Conduct," which is located in the Forms & Documents section of this packet under Attachment B-1 (pp. 34).

Finally, the student will sign the Career Internship Agreement indicating his or her willingness to participate in the Career Internship.

- **PARENT/GUARDIAN RESPONSIBILITIES:** The student's parent or guardian must be a signatory to the Career Internship Agreement. The primary elements that the parent or guardian would agree to are: encouraging the student to effectively carry out Career Internship assignments and responsibilities as outlined in the training plan; assisting the student to keep on schedule and develop good work habits; and reporting any concerns raised by the student regarding the Career Internship to the senior option intern coordinator. The parent or guardian responsibilities may also include providing transportation, depending upon the circumstances of the Career Internship.
- **UNPAID EXPERIENCE ACKNOWLEDGEMENT:** It is critically important that the Career Internship Agreement contain acknowledgements from all of the signatory parties that the student will not receive wages for the Career Internship and that the participating employer/agency is not obligated to offer the student a promise of employment at the conclusion of the Career Internship.

A significant number of complaints filed with the Child Labor office originate from students who are participating in unpaid structured learning activities at a work site or from their parents or guardians, who complain that the student is not being paid, even though the experience was never supposed to be paid employment. Therefore, it is *strongly*



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recommended that any Career Internship Agreement contain a statement that each party must acknowledge with a signature.

- **COMPLETION OF THE CAREER INTERNSHIP:** The Career Internship Agreement should contain a sign-off that indicates the completion date of the Career Internship. Completion of the Career Internship does not necessarily indicate “successful” completion, but merely that the Career Internship has ended. A Career Internship may end because the student has successfully completed all of the learning activities contained in the training plan; the student has been terminated by the school district or the employer or agency for not meeting the requirements of the Career Internship; the student has asked to be terminated from the Career Internship; transportation to and from the Career Internship is no longer available; or for other reasons. An assessment as to whether or not the student “successfully” completed the Career Internship will be determined by the school district and employer/agency based upon documentation of the student’s achievement of the learning objectives in the Career Internship Training Plan, and any other requirements of the Career Internship agreed upon by the parties.
- **CAREER INTERNSHIP TRAINING PLAN:** The student training plan (training plan) for Career Internship must be collaboratively designed by the school district and the employer/agency, based upon the goals of the student participant. The training plan should first be attached to the Career Internship Agreement and then signed by the student, senior option intern coordinator or other appropriate school staff, and the work site mentor to ensure all parties are in agreement with the content of the plan. A detailed discussion about designing a training plan can be found in the following section.



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Career Internship Training Plan

The Career Internship Training Plan (training plan) specifies the goals, learning objectives, and work site activities of a Career Internship. It also includes the documentation that will be collected and used by the employer and school district to evaluate the internship experience for graduation credit. The training plan should be attached to the Career Internship Agreement prior to signature so that all parties are in agreement with the purpose of the Career Internship and the planned activities to take place at the work site.

The training plan should be developed collaboratively between the school district and the employer/agency. It is required by administrative code that the career internship be tied to the Department of Education's Core Curriculum Content Standards (Content Standards). Below are some guidelines for developing a training plan using the Content Standards:

(1) **What is the goal of the Career Internship?**

In order to design an effective training plan, the parties must be clear on the overarching purpose of the internship experience for the individual student. For example, is it to assist a student to clarify career goals? Learn employability skills? Enhance a student's portfolio and graduation transcript? Help a student choose a college major or postsecondary vocational or technical training? Strengthen a student's use of academics in an applied setting?

With input from the student, pertinent district staff and the worksite mentor should define one or several goal statements for the Career Internship experience. For example, students who have not had significant work site experience prior to the Career Internship would greatly benefit from exposure to workplace and career planning skills. Gaining these skills would be an appropriate goal for these students. In fact, given that employability skills are difficult to teach in a classroom, all students should have the opportunity to gain workplace readiness skills and career planning skills during their Career Internship, regardless of other goals for the experience.

After the goal(s) of the Career Internship are identified, district staff should relate the goal(s) to the Content Standards, as required by administrative code. For example, if the goal of a Career Internship is to expose a student to employability skills, as discussed above, a simple goal statement for the Career Internship training plan might be as follows:

- **Goal Statement:** "The career intern will develop career awareness and planning skills, employability skills, and foundational knowledge necessary for success in the workplace." (*Draft Standard 9.1, Career and Technical Education*).

Each goal of the Career Internship experience should be expressed as a goal statement on the training plan, and should reference a specific Content Standard.



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(2) What are the specific learning objectives of the Career Internship?

Based on the goal statement(s) of the Career Internship, the requirements of the work site, and the needs of the student, specific and measurable learning objectives should be designed to support the goal statement(s). Partners are encouraged to review the “Descriptive Statements” of the Content Standards when creating learning objectives for each goal statement. For example, one learning objective based on Goal Statement (1) above might be as follows:

- **Learning Objective:** “The career intern will demonstrate employment skills and make career and educational choices” (*Draft Standard 9.1, Descriptive Statement*).

Specific activities should be developed that will permit the student to master the learning objectives. Partners can reference the “Cumulative Progress Indicators” of the Content Standards for ideas on how to design the work site activities. The work site mentor should review the activities to ensure that they are appropriate for the student in the work site and can be readily accomplished within the timeframe of the Career Internship. The school district staff should review the activities to ensure that the activities reflect the academic and/or career goals of the student. All partners should review the activities to ensure that they are in compliance with all pertinent administrative code, regulations, and laws. For example, specific activities based on the above learning objective in (2) might be as follows:

- **Activity 1:** “The career intern will review and update his/her career plan and include it in a portfolio” (*Draft Standard 9.1, Cumulative Progress Indicator A-4*).
- **Activity 2:** “The career intern will evaluate punctuality and time management as they relate to the career internship” (*Draft Standard 9.1, Cumulative Progress Indicator B-4*).

(3) What documentation should be developed and collected to demonstrate that the student achieved the learning objectives in the training plan?

The nature of the documentation required to demonstrate that the student has achieved a learning objective would depend upon the nature of the activities. For example, using the activities in (2), documentation might be as follows:

- **Activity 1 Documentation:** Report from employer personnel office on career intern performance during mock job interview; copy of mock job application and resume completed by the student; written report from career intern outlining the education and experience requirements of the job; and/or reflection in student journal.
- **Activity 2 Documentation:** Career intern attendance and tardiness records, and phone logs from senior option intern coordinator and worksite mentor showing student contact regarding absence and tardiness.



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NOTE: Activities that students participate in may demonstrate several kinds of competencies, including academic standards. The above activities might be used to assist students to meet academic standards along with employability skills and career standards.

For example, written reports in the student journal regarding the completed mock job application and mock interview would demonstrate Language Arts Literacy skills. Using the Language Arts Literacy Content Standards for 12th grade students, consider how documentation for Activities 1 & 2 could also help students to demonstrate the following Language Arts Literacy competencies:

- **Comprehension Skills and Response to Text:** “The career intern will demonstrate familiarity with everyday texts such as job and college applications, W-2 forms, contracts, etc.” (*Standard 3.1, Indicator G-12*).
- **Inquiry and Research:** “The career intern will develop materials for a portfolio that reflect a specific career choice” (*Standard 3.1, Indicator H-2*).

To locate the Core Curriculum Content Standards, visit the Department of Education’s Web site at <http://www.state.nj.us/njded/cccs/>.

In addition, any tools, equipment, and/or materials that the student would work with or around should be listed on the training plan, and the training plan should include any training that the student would receive in order to safely and properly use them. **NOTE:** Ensure that the student does not use any tools, equipment, and/or materials that are prohibited by Child Labor Laws or for which the student has not received training. The following activity indicates that a student will receive training on a piece of software and will then use the software to keep his or her time and activity reports:

- **Activity 3:** “Career Intern will create documents using professional format including a resume and a business letter.” (*Draft Standard 8.1, Indicator A-8*).
- **Documentation:** Include mock resume, letter of interest, and other memos written by the student in his/her career portfolio.

(4) How will the Career Internship be concluded?

Students are encouraged to complete a final project of some type to conclude their work site experience. A suggested list of “Final Project Options” is located in the Forms & Documents section under Attachment B-3 (pp. 44).

When designing the training plan, keep in mind the nature of the final project the student will present to ensure that the student will receive the information and experiences required to complete the final project. The partnership should decide how much input the work site



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mentor would have in the final project, when the student will work on it, and how it will be presented. The work site mentor may participate in the preparation and/or presentation of the final project, so that should be built into the training plan.

(5) What formative (ongoing) assessments should occur during the Career Internship?

Ongoing or formative assessments of student performance during the Career Internship by the school district staff and the work site mentor are critical to the success of the experience for several reasons. First, federal and state child labor laws require regular on-site visitation and observation by school district staff during the length of the experience (every two weeks is recommended). The items to be reviewed during the site visits for regulatory purposes are discussed in the “New Jersey Model District Staff and Work Site Mentor Check List” in the Forms & Documents section under Attachment A-6 (pp. 33).

Second, formative assessment by the school district encourages the student and the work site mentor to report any problems, issues, or concerns that might arise during the experience. Students are young and may have limited experience in a work environment. Problems regarding student adjustment to a work place and/or accomplishment of the learning objectives could be used as teaching opportunities by the district staff, if they are identified and addressed in a timely fashion.

Third, formative assessment helps the partners to adjust the specific activities in the training plan, if necessary. Questions to ask during the ongoing assessments include, but are not limited to:

- Does the student demonstrate increasing knowledge of the stated goal(s) of Career Internship?
- Does the student demonstrate increasing comprehension of the learning objectives?
- Does the student demonstrate an increasing ability to synthesis and apply that knowledge during the execution of specific activities?
- Does the student demonstrate an ability to evaluate his or her own progress?
- Do the activities need to be adjusted?
- Has the student accomplished any of the activities?

In addition to assessing the specific activities in the training plan, an “Assessment of Skill Mastery” rubric of the draft Career and Technical Education Standards is included in this packet in the Forms & Documents section under Attachment B-3 (pp. 37).



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What summary assessments should be collected at the conclusion of the Career Internship?

In the summary assessment of the student's experience, the basic question to answer would be "Did the student achieve the stated goal(s) of the Career Internship?" To answer that question, the partners would use evidence such as the following:

- Documentation supporting the activities identified in the training plan;
- Ongoing assessment reports of the student's progress compiled during the Career Internship;
- Student time and attendance reports;
- Feedback from the student, work site mentor, the senior option intern coordinator and others, as deemed relevant;
- Student journal; and
- Student final project.

Again, the partnership would reassess the student's mastery of Career Education Standards using the Assessment of Skill Mastery located in the Forms & Documents section under Attachment B-3 (pp.37). All of this documentation should point to whether or not the student achieved the goal(s) of the Career Internship.



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Child Labor Laws: Frequently Asked Questions

The following are frequently asked questions regarding child labor laws and regulations when developing local partnerships, designing Career Internship opportunities, and selecting student participants:

(1) What is a “hazardous” work site as defined by Wage and Hour and Child Labor Laws, and should a Career Internship take place in such a work site?

In this case, the designation of “hazardous” means that the work site itself, because of the nature of the work being done at the site, is considered too dangerous for a minor. Minors should *not* be placed in such employment, regardless of whether they are paid or not.

This designation of “hazardous” under these laws and regulations does not indicate that the employer is violating any OSHA or health and safety laws and standards; rather, it means that the nature of the work is inherently too dangerous to place a minor in that work site.

A list of prohibited employment and prohibited occupations is found in the New Jersey Child Labor Laws, 34:2-21.17. Prohibited employments for minors under 16 and under 18, and Subchapter 4, Occupations Prohibited to Minors Under 18 Years of Age. Contact the Child Labor Office prior to placing a student if you have any questions. Visit the following URLs for details:

- <http://www.state.nj.us/labor/lse/childlabor.html#34:2-21.17>
- <http://www.state.nj.us/labor/lse/childlabor.html#12:58-4.1>

(2) Can a Career Intern who is a minor volunteer for organizations such as Habitat for Humanity, even though the work site might be considered “hazardous” under the law?

There are a few exemptions to the prohibited employment laws and they are specifically listed in the Child Labor Laws. The exemptions include nonprofit organizations constructing affordable housing, community operated noncommercial recycling centers, and pharmaceutical laboratories. Contact the Child Labor Office prior to placing a student if you have any questions. Visit the following URLs for details:

- <http://www.state.nj.us/labor/lse/childlabor.html#34:2-21.17b>.
- <http://www.state.nj.us/labor/lse/childlabor.html#34:2-21.17d>.

(3) Are there any prohibitions to tools and equipment that students can work on or around during a Career Internship?

Yes, there are prohibitions for the use of specific tools, equipment, and substances regarding minors in the Wage and Hour laws and the Child Labor Laws. A list of such tools,



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equipment, and substances can be found at the URL below. Remember that the goal of the Career Internship is *not* vocationally specific trade training for the student. Students who are participating in actual trade training at a work site, especially a hazardous work site, *must* be enrolled in a Department of Education-approved vocational-technical program and must be supervised by a cooperative industrial education teacher at the work site.

As you are planning the Career Internship, make a list of any tools, equipment, and substances that the student may use or be exposed to. In general, a practical approach would be to ask the following questions as you develop the training plan:

- Does the tool or equipment require the use of safety guards? If so, the student should probably *not* use it during the Career Internship.
- Does the use of the tool, equipment, or substance require the use of personal safety equipment? If so, the student should probably *not* use it or be exposed to it during the Career Internship.

As always, there are a few exceptions as discussed in Question 2, above. In addition, for example, a physics or biology student may participate in a structured learning experience at a college laboratory under the supervision of the college staff. However, there would be an expectation that the student would have completed some high school level physics or biology courses prior to such a placement. The student would then have been trained on safety issues in the in the high school labs prior to the work site placement.

Contact the Child Labor Office prior to placing a student if you have any questions. Visit the following URLs for details:

- <http://www.state.nj.us/labor/lsse/childlabor.html#12:58-4.3>.

(4) What about “normal” safety hazards on a work site?

Every work site has the potential for hazards. The most common are tripping, falling, and cutting hazards. The school district and employer/agency should conduct a safety and health screening of the work site and workstation where the student would be placed. Are there any tripping or falling hazards, such as extension cords, water on the floor, or other obvious problems? Remember, these are 17 and 18-year-old students who do not have extensive experience on a work site. They cannot be expected to be as aware of their surroundings as are adults.

Also check for items such as, is the lighting and ventilation adequate at the student’s work station? Are emergency exits properly identified and easily accessed? Would the student be observable by the work site mentor at all times at the workstation? Are rest rooms clean? Is there a lunchroom? Common sense issues such as these should be checked prior to placing a student in a work site.



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(5) Should Career Interns receive the hosting employer’s “new employee training” on work site, including employment policies such as sexual harassment and discrimination?

Even though the students are not “employees,” they are participating in a structured learning experience that includes exposure to the requirements and demands of the work site. Therefore, it would be appropriate for all career interns to participate in the normal new employee training that an employer would provide. This would be a great opportunity for students to be exposed to the “workplace readiness” skills that are so difficult to learn in the classroom.

In addition, permitting students to participate in the new employee training would introduce them to employment law issues such as sexual harassment, discrimination, and safety and health, in an environment that is non-threatening. In other words, the student would be receiving the training because it is a normal course of employment, not because there could be a “problem” that they would have to be aware of at the work site.

Finally, this discussion should occur between the partners prior to placing a student. A plan to respond to a problem should be agreed upon, simply because not to plan on a procedure is not good business and is not good education.

(6) Are there hours-per-day limitations for Career Interns?

Career interns are not employees. Therefore, the Child Labor Law regulations regarding the hourly limitations do not apply. However, it is strongly recommended that partners use the Child Labor Laws as guidelines. All parties to the Career Internship Agreement must be in agreement and sign off on the days per week and hours per day for the Career Internship, which would be included in the Agreement. Of course, student safety should be paramount when making these decisions. For example, students should not be at a work site after the normal closing time for other employees and they should not be going into parking lots, garages or other isolated areas alone, especially in the dark. Common sense safety issues should always guide the decision about when the student would be reporting to and leaving the work site.

(7) What requirements are there be regarding lunch and breaks for Career Interns?

Again, career interns are not employees, but the participating employer/agency should follow the guidelines established under the Child Labor Laws for employees under the age of 18. These include at least a thirty-minute lunch break (and a place to safely store the student’s lunch) and any other breaks that other employees at the student’s work station would normally receive. Items such as lunch breaks and other breaks would be discussed during the student’s “new employee orientation” at the work site and would be another learning opportunity for the student.



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(8) Can the Career Intern receive a stipend from the employer/agency?

Employer/agency *may* chose to reimburse students for trainee expenses (also called stipends or out-of-pocket expenses), including transportation costs, books, materials, supplies, uniforms, and food. However, training expenses *cannot* be required of the employer/agency and training expenses *may not* be a substitute for wages.

(9) Is there a point when a Career Internship ceases to be “educational” and become “employment”?

Yes. There are several issues to keep in mind when making this assessment, based upon the proposed end date of the Career Internship as identified in the Career Internship Agreement. In order to be in compliance with labor laws and regulations, the Career Internship must not be an “open ended” experience.

The end date of the Career Internship should be based on the amount of time that the partners believe it would take for the student to accomplish the activities outlined in the training plan. If the student accomplishes the activities prior to the agreed upon end date, then the partners should make one of the following decisions:

- Revise the training plan to include new activities that the student would work on for the balance of time at the work site that are agreed upon by all parties to the Career Internship Agreement;
- Conclude the Career Internship prior to the planned end date; or
- The employer/agency could elect to offer the student paid employment.

NOTE: It is important to remember that at Career Internship is not something that the student “does” until the end of the school year. It is a structured learning experience driven by the training plan. Some students may participate in more than one Career Internship during the senior year. Do *not* try to make the Career Internship “fit” the time the individual student has until the end of the school year. Instead, the length of the Career Internship should “fit” the goals, learning objectives, and activities of the training plan.

(10) Are there any other guidance items to be considered?

As a normal part of the “new employee” orientation, student should be exposed to the employer/agency’s policies and procedures for items such as Material Safety Data Sheets on file; the posting of Child Labor Laws, and other employment postings that are supposed to be available to all employees’ review; an introduction to the collective bargaining agreement, if one is in place at the work site; employee handbooks; and any other employer policies that would assist students to learn about the requirements of the work site.



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CHILD LABOR OFFICE CONTACT INFO: If any questions arise regarding a Career Internship regarding labor laws of any sort, contact the New Jersey Department of Labor, Division of Wage and Hour Compliance, at 609-292-2337. (TIP: For a live operator, ignore the touch-tone commands and wait to be transferred.)



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Forms & Documents Section

All of the forms included in this section of the Career Internship Resource Packet are in compliance with the relevant laws, regulations and administrative code governing Career Internships. Schools and employers may modify these model for local use, but it is recommended that all of the elements be included to ensure compliance with federal and state labor laws, wage and hour laws, child labor laws, and education administrative code.

ATTACHMENT A:

Required Forms & Documents

Required Forms & Documents Check List (A-1)
Student Application (A-2)
Career Internship Agreement (A-3)
Example Insurance Letter (A-4)
Student Training Plan (A-5)
Work Site Check List (A-6)

ATTACHEMENT B:

Additional Helpful Resources (optional documentation):

Student Code of Conduct (B-1)
Guidelines for Mentors (B-2)
Career Internship Assessment Tools (B-3):
 Assessment of Skill Mastery
 Record of Communication
 Time Sheets
 Journal Form
 Final Project Options
Feedback/Evaluation of Internship Program (B-4)



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Attachment A-1: **Career Internship Required Documents and Forms Check List**

The following is a list of documents that should be included in each student package when designing a career internship. School and business partners may create their own forms and agreements, but they must include the required elements of the enclosed New Jersey Model Forms to ensure compliance with all state and federal regulations.

NOTE: School board approval is generally required prior to the school district's participation in the 12th Grade Option initiative.

- ❑ **12th Grade Option Career Internship Application**
- ❑ **Career Internship Agreement:** “The New Jersey Model 12th Grade Option Career Internship Agreement” will serve as the official, legal document that all parties involved in the Career Internship will sign prior to placing a student into the work site.
- ❑ **Career Internship Training Plan:** “The New Jersey Model 12th Grade Option Career Internship Training Plan” is required by both the New Jersey Departments of Education and Labor. All Career Internships must be accompanied by a training plan. The Department of Labor wage and hour regulations require that “the activity must be related to a formal training plan for the student learner.” The Department of Education administrative code requires that the training plan identify “training site experiences, program objectives, individual responsibilities, and measurable outcomes.”
- ❑ **Documentation of Insurance:** The school district and employer/agency should provide copies of their respective insurance certificates, and if the student will be driving, a copy of appropriate auto insurance coverage should be attached to the Career Internship Agreement.
- ❑ **Documentation of the Career Internship** (Student graduation transcript/student portfolio): New Jersey Department of Education code requires that the student participating in the Career Internship show “evidence of employability skills and work habits such as punctuality, attendance, and teamwork.” The code also states that “structured learning experiences ... shall be maintained, for every student on the graduation transcript ...” How the Career Internship is documented in the student's transcripts and how many graduation credits, if any, will be awarded to the student for participating in the Career Internship, are the decision of the school district.
- ❑ **Work Site Check List:** “New Jersey Model District Staff and Work Site Mentor Check List for School-sponsored, Unpaid Structured Learning Experiences” was designed by the New Jersey Department of Labor to assist partners to ensure that the requirements of unpaid structured learning experiences, including Career Internships, remain in compliance with law and administrative code.

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Attachment A-2: Career Internship Application

Last Name:		First Name:		MI:
Street Address:				
City:		State:		Zip:
Home Phone:		Email:		Date of Birth:
GPA:	Student ID#:	Social Security #:	Guidance Counselor:	
Work and Volunteer Experience				
Experience		Tasks You Performed		Dates Involved
Extracurricular Activities, Hobbies and Interests (Include Athletics, School Clubs and Leisure Interests)				
Activity/Hobby/Interest		Position(s) Held (if applicable)		Years Involved
Career Interests (List up to 3 career areas that you would like to explore and reasons why these areas interest you.)				
Career Interest		Reasons		
1.				
2.				
3.				
High School Courses (Please list the courses you have taken for each grade. Identify any that were Honors, AP, or Independent Study.)				
9th Grade	10th Grade	11th Grade	12th Grade	
Phys Ed/Health/ English I	Phys Ed/Health/ English II	Phys Ed/Health/ English III	Phys Ed/Health/ English (other)	



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Skills			
List any skills that you have or machines that you can operate that might be useful in the workplace. Also, list any software program that you have used and any programming languages in which you have worked (I.e., Microsoft Word, Excel, PowerPoint, Access, SAS)			

Work References				
List Two (2) Work-Related References				
	Work Reference #1		Work Reference #2	
Name				
Position in Company				
Company Name				
Phone				
Dates of Your Employments	From:	To:	From:	To:
Describe your duties/tasks:				
Reasons for leaving this job:				

Faculty References	
List Two (2) Faculty References	
Name of Faculty Reference #1	Name of Faculty Reference #2

Return completed application to _____ by MM/DD/YYYY

All students applying for an internship opportunity are required to complete an interview with the 12th Grade Option Coordinator at your school.



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Attachment A-3: Career Internship Agreement

(N.J.A.C. 6A:8-3.2 Career Awareness and Exploration and N.J.A.C. 6A:19-6:4 Structured Learning Experiences)

PART I: STUDENT INFORMATION

Student #: _____ Student Name: _____

Date of Birth (must be at least 16 years old) : _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Career Cluster (Optional): _____ Intern Position: _____

Business/Agency Name: _____

Employer ID # : _____

Internship Site Address: _____

Work Site Mentor Name: _____

Phone: _____ Fax: _____ E-mail: _____

Start Date: _____ End Date: _____ School Credits/Documentation: _____

Hours of Activities: From _____ to _____ Days of Week: _____

EMERGENCY CONTACT INFO: Name: _____

Day Phone: _____

PART 2: SCHOOL ADMINISTRATOR & BUSINESS/AGENCY RESPONSIBILITIES

As per *New Jersey Administrative Code, Title 6A, Chapter 19, Vocational-Technical Education Programs and Standards*, the school district agrees to ensure that

- (1) The unpaid Career Internship shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-6.4(a)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-6.4(b)*).
- (3) The student will be placed in training sites deemed non-hazardous, (*N.J.A.C. 6A:19-6.4(c)*).



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- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (*N.J.A.C. 6A:19-6.4(c)1*).
- (5) The district will maintain the student’s records reflecting the unpaid Career Internship, (*N.J.A.C. 6A:19-6.4(d)*).

Consistent with the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program* requirements, the school district and business/agency understand that the unpaid Career Internship taking place at a work site must include all of the following elements to be consistent with a “learning experience.” We agree to ensure that the unpaid Career Internship meets the following regulations:

- (1) The student shall be at least 16 years of age;
- (2) The activity must be related to a formal training plan (*attached to this form*) for the student;
- (3) There is collaboration and planning between work site staff and school staff resulting in clearly identified career orientation learning objectives related to the unpaid activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;
- (5) The student is expected to achieve the learning objectives and will receive credit for time spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and a workplace mentor;
- (7) The unpaid activity is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and*
- (8) The student does not replace an employee.

In compliance with the *NJ Department of Labor Child Labor Laws*, the school district and business/agency will ensure that the student and parent or guardian understand that the student is not entitled to wages or an offer of employment at the conclusion of the unpaid Career Internship.

School Administrator Name: _____ Title: _____

Signature: _____

Date: _____ District/School Code: _____ District Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Work Site Mentor Name: _____ Title: _____



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Signature: _____

Date: _____ Federal ID#: _____

Name of Business/Agency: _____

Mailing Address: _____

Phone: _____ Fax: _____

INSURANCE STATEMENT: The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the unpaid Career Internship. In addition, the parties agree to the scope, nature, and responsibilities for insurance coverage of this unpaid Career Internship.

PART 3: STUDENT RESPONSIBILITIES

I agree to follow the conditions of the unpaid Career Internship listed below:

- (1) I will maintain regular attendance both in school and on the unpaid Career Internship site, complete and file assessment reports, and notify the senior option intern coordinator and workplace mentor if I am unable to report to the Career Internship site.
- (2) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and willingness to learn.
- (3) I will talk to the senior option intern coordinator or workplace mentor about any difficulties arising during the career internship.
- (4) I will obey the rules and regulations of the workplace and comply with the business/agency's business practices and procedures.
- (5) I will furnish the senior option intern coordinator with all necessary information, complete all reports, and keep a daily record of time and educational/training activities. If school credit is to be awarded, I understand that I will receive credit only if assignments, time sheets and evaluations are satisfactorily completed.
- (6) I will work to acquire the knowledge and skills as outlined in my student-training plan.

I understand that this unpaid Career Internship is not employment and I am not entitled to wages or a promise of employment at the completion of the unpaid Career Internship, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

SIGNATURE OF STUDENT: _____

Date: _____



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PART 4: PARENT/GUARDIAN RESPONSIBILITIES

I agree to the following conditions of the unpaid Career Internship:

- (1) I will encourage my child or ward to effectively carry out unpaid Career Internship assignments and responsibilities as outlined in the student-training plan.
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the unpaid Career Internship to the supervising teacher.

I understand that this unpaid Career Internship is not employment and that the student is not entitled to wages or a promise of employment at the completion of the unpaid Career Internship, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

I hereby give my consent for _____ to participate in unpaid Career Internship activities during the current school year.

PARENT/GUARDIAN SIGNATURE: _____

Date: _____

PART 5: COMPLETION OF UNPAID CAREER INTERNSHIP

Upon completion of the unpaid Career Internship, I certify that the student has received training in the areas indicated on the attached student-training plan:

Student Signature: _____

Date: _____

Work Site Mentor Signature: _____

Date: _____

Senior Option Intern Coordinator: _____

Date: _____

School Administrator Signature: _____

Date: _____

School Credit Awarded (if applicable): _____



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ATTACHMENT: Career Internship Training Plan

NOTE: Attach a copy of the Career Internship Training plan (*N.J.A.C.* 6A:19) to this document before signatures are gathered.

Training Plan (*N.J.A.C.* 6A:19, NJDOE) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. NOTE: All Career Internships must be accompanied by a training plan.

Department of Education/Twelfth Grade Options: <http://www.nj.gov/njded/aps/heqi/option.htm>

Department of Education/Structured Learning Experiences: <http://www.nj.gov/njded/voc/sle/>

Department of Labor/Child Labor Laws: <http://www.state.nj.us/labor/lssc/childlabor.html>



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Attachment A-4: Example of Insurance Letter

ABC Insurance Company

567 New Jersey Street, New Jersey City, New Jersey 09876-5432

Phone #: 609 – 555 – 5555, Fax #: 609 – 555 – 5757

Website: www.abcinsurancecompany.com

Date

Re: Your School District

ABC Insurance Company currently provides student accident insurance coverage to the Your School District. This program covers all school sponsored and supervised activities, including work-study programs.

XYZ Life Insurance Company is the underwriting carrier, and the policy number is P-111W. The maximum benefit is \$5,000,000 per accident with a LIFETIME benefit period.

Should you have any questions, or wish to discuss this matter in greater detail, please call me at 609-555-5555.

Sincerely,

Joe Insurer
Senior Vice President



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Attachment A-5: Career Internship Training Plan

Student:	Career Internship Title:
District:	Start Date:
Employer:	End Date:

Summary Description of Internship: (Identify any tools, equipment, and materials that the career intern may handle as part of the career internship experience.)

Goal Statement: *(Add rows to this section as required)*

Learning Objective:

Learning Activities: (Add rows as needed)	Core Curriculum Content Standard/Indicator Addressed:	Documentation Showing Achievement of Learning Activity:

Description and Documentation of Final Project:



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Describe Formative (ongoing) Assessment:

Describe Summative (ending) Assessment:

NOTES:

AGREEMENT

We understand that this unpaid Career Internship is not employment and that the student is not entitled to wages or a promise of employment at the completion of the Career Internship, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

We have reviewed and are in agreement with the description, goal(s), learning activities, final project, and assignment of credit if applicable, of this Career Internship. If the learning activities are accomplished prior to the proposed end date, we agree either to develop a new training plan indicating new learning activities or to conclude the unpaid Career Internship. We understand that if the Career Intern remains on the work site after the completion of the learning activities, then the Career Intern will be considered an employee under the New Jersey Child Labor Laws and will be entitled to compensation from that point forward.

We agree to complete all required paperwork and maintain all required documentation for this unpaid Career Internship. The district Teacher/Coordinator and the employer Work Site Mentor agree to conduct regular monitoring of this Career Internship in accordance with the 12th Grade Option Unpaid Career Internship Agreement. The Career Intern agrees to uphold his or her responsibilities in compliance with the 12th Grade Option Unpaid Career Internship Agreement.

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Signature Senior Option Coordinator: _____

Print Name: _____ Date: _____

Work Site Mentor Signature: _____

Print Name: _____ Date: _____

Career Intern Signature: _____

Print Name: _____ Date: _____

Parent/Guardian Signature: _____

Print Name: _____ Date: _____

IMPORTANT Web Sites

Department of Education/Twelfth Grade Options: <http://www.nj.gov/njded/aps/heqi/option.htm>

Department of Education/Structured Learning Experiences: <http://www.nj.gov/njded/voc/sle/>

Department of Labor/Child Labor Laws: <http://www.state.nj.us/labor/lse/childlabor.html>



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Attachment A-6: Work Site Check List

New Jersey Model District Staff and Work Site Mentor Check List For School-sponsored, Unpaid Structured Learning Experiences

(New Jersey Child Labor Law, Chapter 2, 12:58-1.3 School-to-Work Program)

The undersigned district staff person and the undersigned work site mentor assigned to supervise _____ (*student name*), who is participating in an unpaid structured learning experience at _____ (*business/agency name*), have reviewed the unpaid structured learning experience on _____ (*date*) and have found the unpaid structured learning experience to meet the *New Jersey Child Labor Law, Chapter 2, 12:58-1.3 School-to-Work Program* requirements as follows:

- 1. The student's duties are for training purposes only and not gainful employment.
Comments:

- 2. The student's duties are following a written student-learning plan approved by the teacher and mentor. Comments:

- 3. A copy of the signed unpaid structured learning agreement is maintained at the worksite.
Comments:

- 4. The student is supervised by an appropriate district staff person.
Comments:

- 5. A workplace mentor designated by the business/agency supervises the student.
Comments:

- 6. Prohibited equipment is not a part of the student's learning experience.
Comments:

Sr. Option Coordinator Signature: _____ Date: _____

School District Name: _____ Phone: _____

Worksite Mentor Signature: _____ Date: _____

Business/Agency Name: _____ Phone: _____



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Attachment B-1: Student Code of Conduct

Being a responsible, effective contributing member of society and of an organization involves not merely following the rules and laws of the organization.

Exemplary ethical behavior sets a higher standard of conduct that affects the quality of your work and strengthens your relationships within your profession and with your clients, customers and the broader society.

Because the 12th Grade Option Program has students engaged in internships in a broad spectrum of professional fields, the Student Code of Ethics is broad and should be interpreted in light of each individual field.

Interns should:

1. Abide by not only the rules and laws governing behavior and practices but also the spirit and intent of those rules and laws.
2. Make decisions with the best interest of the client/customer.
3. Avoid situations that could create a real or perceived conflict of interest.
4. Report inappropriate behavior immediately to the site supervisor and to the 12th Grade Option Coordinator.
5. Insure the privacy and confidentiality of personnel and/or proprietary information to which you have access for professional purposes by not disclosing it to third parties.
6. Treat all people fairly and always avoid stereotyping by race, gender, age, ethnicity, geography, disability, physical appearance or social status.
7. Remain free of association and activities that may compromise or damage you or the organization's credibility.
8. Admit mistakes and correct them promptly.
9. Avoid injuring other's property, reputation by false or malicious comments.

Name (printed)

Signature

Date



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Attachment B-2: Guidelines for Mentors

These mentor guidelines are broad and general in nature because Career Internships and individual projects are so varied. Career internships are designed to expose students to the range of skills and tasks, both professional and personal, which lead to a successful career in a given field, within the limits of federal and state wage and hour and child labor guidelines. The specific activities in which a student may engage will depend upon their skill level, maturity, and the mutual comfort that both the mentor and student feel about the activity.

Mentor responsibilities are delineated in the mentor agreement portion of the contract (reprinted below). Mentors are asked to complete an evaluation and to initial the student's attendance/time sheets each month.

Because one of the goals of the Career Internship is to foster independence, interns are responsible for keeping track of their hours, maintaining a journal, and demonstrating the appropriate workplace skills of punctuality, good attendance, and appropriate interpersonal skills.

As mentor for the Student Intern, your responsibilities, as detailed in the contract, are to:

- Ensure the occupational health and safety of the student in the workplace.
- Model appropriate workplace skills.
- Provide appropriate instruction for tasks that the student will perform.
- Provide reinforcement of related academic or technical skills.
- Participate in the evaluation of the student's performance.
- Notify the School Intern Coordinator if difficulties arise at the site, including attendance problems.

Thank you for supporting the interests and activities of your intern in this very important program. You are helping your intern take one of the first and most important steps into their career path.



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Attachment B-3: Internship Evaluation Tools

The tools included in this packet are designed to help assess the internship from the student, school, and business perspective. The Internship Evaluation Tools include the following:

Assessment of Skill Mastery (for student intern and business mentor to complete)

The student intern and business mentor assess the student's abilities in areas related to New Jersey's Core Curriculum Content Standards.

Record of Communication (for school coordinator and business mentor to complete)

The school internship coordinator and mentor track contact during internship.

Time Sheet (for student intern and school internship coordinator to maintain)

The student intern and school internship coordinator maintain the time sheet of hours spent in the workplace to be applied for course credit.

Journal Form (for student intern to complete)

Student keeps written account of internship experience.

Final Project Options

Includes list of project ideas that link student internship experience of to academic learning.

Feedback/Evaluation of Internship Program (for student, school and business to complete)

Venue for criticism and praise of internship program and 12th Grade Option Program.



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Attachment B-3: Assessment of Skill Mastery

The student intern should use this rubric for self-assessment; the mentor should also use the rubric to evaluate the student's performance.

Intern/Student: _____

School: _____

Business: _____

Standard	Mastery Level					Comments
	Excellent	Good	Fair	Poor	Not Applicable	
The intern has developed career planning and workplace readiness skills.						
The intern demonstrates self-management skills.						
The intern knows how to allocate resources such as time, money, materials, space and staff.						
The intern possesses individual responsibility, self-esteem, sociability, integrity and honesty.						
The intern can work on teams, teach others, serve customers, lead, negotiate and work well with people from culturally diverse backgrounds.						
The intern can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.						



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The intern understands social, organizational, and technological systems; monitors and corrects performance; and can design and improve systems.	Excellent	Good	Fair	Poor	Not Applicable	
The intern can select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot equipment.	Excellent	Good	Fair	Poor	Not Applicable	
The intern understands the influence of technology in daily life.	Excellent	Good	Fair	Poor	Not Applicable	
The intern possesses the ability to learn, to reason and to think creatively.	Excellent	Good	Fair	Poor	Not Applicable	
The intern uses critical thinking, decision-making, and problem-solving skills.	Excellent	Good	Fair	Poor	Not Applicable	
The intern can identify and solve design problems in space, structures, objects, sound, and/or events for home and workplace.	Excellent	Good	Fair	Poor	Not Applicable	
The intern recognizes that there may be multiple ways to solve a problem, weigh their relative merits, and select and use appropriate problem-solving strategies.	Excellent	Good	Fair	Poor	Not Applicable	
The intern reflects on and clarifies their thinking so as to present convincing arguments for their conclusions.	Excellent	Good	Fair	Poor	Not Applicable	
The intern applies mathematics in their daily lives and in career-based contexts.	Excellent	Good	Fair	Poor	Not Applicable	
The intern listens actively to information	Excellent	Good	Fair	Poor	Not Applicable	
The intern understands and applies literacy in written	Excellent	Good	Fair	Poor	Not Applicable	



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English to become independent and fluent readers, and will read a variety of materials and texts with fluency and comprehension.						
The intern understands that written communication can affect the behavior of others.	Excellent	Good	Fair	Poor	Not Applicable	
The intern can access, view, evaluate, and respond to print, nonprint and electronic texts and resources.	Excellent	Good	Fair	Poor	Not Applicable	
The intern adjusts oral communications for different purposes and audiences.	Excellent	Good	Fair	Poor	Not Applicable	
The intern writes in clear concise, organized language that varies in content and form for different audiences and purposes.	Excellent	Good	Fair	Poor	Not Applicable	
The intern speaks in clear concise, organized language that varies in content and form for different audiences and purposes	Excellent	Good	Fair	Poor	Not Applicable	
The intern understands the work that people perform in our economic system.	Excellent	Good	Fair	Poor	Not Applicable	
The intern can keep a journal record of observations, recognizing patterns of observations and summarizing findings.	Excellent	Good	Fair	Poor	Not Applicable	
The intern demonstrates decision-making and refusal skills in situations affecting health and safety.	Excellent	Good	Fair	Poor	Not Applicable	
The intern applies safety principles.	Excellent	Good	Fair	Poor	Not Applicable	



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Attachment B-3: Record of Communication

It is the responsibility of the school and the business to communicate with each other at least once per month while the student is engaged in the school-sponsored internship. More contact is encouraged if it will benefit the student/intern.

Contacts Regarding the Internship of _____

Between _____ (insert school name) and _____ (insert business name) _____

1. Date: _____ Time: _____

Business Contact: _____

School Contact: _____

Nature of Correspondence:

Comments:

2. Date: _____ Time: _____

Business Contact: _____

School Contact: _____

Nature of Correspondence:

Comments:



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3. Date: _____ Time: _____

Business Contact: _____

School Contact: _____

Nature of Correspondence:

Comments:

4. Date: _____ Time: _____

Business Contact: _____

School Contact: _____

Nature of Correspondence:

Comments:

5. Date: _____ Time: _____

Business Contact: _____

School Contact: _____

Nature of Correspondence:

Comments:



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Linking Classroom Practices to the Real World

Attachment B-3: Time Sheets

This timesheet should be filled out by the student each week and then returned to the appropriate people at the school and business. Five credits are generally awarded for every 120 hours of student work experience.

DAY - DATE	TIME ARRIVED	TIME LEFT	BREAK/LUNCH
MONDAY - / /			
TUESDAY - / /			
WEDNESDAY - / /			
THURSDAY - / /			
FRIDAY - / /			

DAY - DATE	TIME ARRIVED	TIME LEFT	BREAK/LUNCH
MONDAY - / /			
TUESDAY - / /			
WEDNESDAY - / /			
THURSDAY - / /			
FRIDAY - / /			

DAY - DATE	TIME ARRIVED	TIME LEFT	BREAK/LUNCH
MONDAY - / /			
TUESDAY - / /			
WEDNESDAY - / /			
THURSDAY - / /			
FRIDAY - / /			



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Attachment B-3: Journal Form

The intern should write a journal entry for each day spent at the business.

Date: _____ Time in: _____ Time out: _____

General overview of what you did today:

List the specific tasks/activities that you performed today:

List the people with whom you worked with today:

Person	Title	Job Description	Nature of Contact
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Describe any problems, obstacles, or surprises that you encountered or observed today; describe how you or your colleagues worked to resolved them:

Describe any skills, competencies, techniques that you learned or improved today:



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Attachment B-3: Final Project Options

Career interns are encouraged to complete a final project at the conclusion of their career internship experience. Suggested options for the final project include:

- **Career Internship Presentation**
Intern conducts a presentation on the career internship experience, using technology such as PowerPoint or other software.
- **Career Internship Collage**
Intern presents career internship experience through a collage or poster.
- **Internship Portfolio**
Intern presents the career internship experience through a portfolio that includes work samples, photographs and other items that highlight the career internship.
- **Write Term Paper on Career Internship**
The intern writes a research paper explaining the career internship experience and some important aspects of the field in which he/she interned.
- **Dramatic Production Highlighting Aspects of Internship**
The intern works with other interns to produce a play depicting their intern experiences.
- **Essay on Future Career Path Using Internship Experience as Reference**
The intern assesses his/her possible career path with a focus on how the career internship factors into his/her future plans.



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Attachment B-4: Feedback/Evaluation of Internship Program

Participants in the 12th Grade Option Program are asked to complete the following evaluation of the program. No personal information is required. Please just identify yourself as a student intern, business mentor or school internship coordinator.

Circle One: Student Intern Business Mentor School Internship Coordinator

Statement About the 12 th Grade Option Program	Agreement Level						Comments
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
The 12 th Grade Option program was beneficial to the student.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
The 12 th Grade Option program was beneficial to the school.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
The 12 th Grade Option program was beneficial to the business.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
The business was easy to work with during the program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
The school was easy to work with during the program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
The Department of Education was helpful to work with during the program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
The New Jersey Business & Industry Association (NJBIA) helped make the business-school connection	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
The 12 th Grade Option Program – Internship Resource Packet was helpful to use during the program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
The student was prepared to serve as an intern when he/she entered the program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	



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The business was prepared to host an intern when the program began.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
The school was prepared to work with the program when it began.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
Finding good students to serve as interns is a major obstacle to the program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
Finding cooperative businesses to host interns is a major obstacle to the program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
Finding cooperative schools to work with is a major obstacle to the program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
Other students would gain from becoming part of this program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
Other schools would gain from becoming part of this program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
Other businesses would gain from becoming part of this program.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	

Additional Comments or Suggestions for Improvement: