



Broken Arrow High School Employment Skills Internship Program

Course Name: Employment Skills Internship

Course Description: The basis for this course is on-the-job-training while working part-time. The importance of interviewing, securing and maintaining employment will be emphasized.

Credit Hours: 1.0 or 2.0 units/2.0 or 4.0 credits

- One schedule hour for Employment Skills Internship: 150 hours per semester (2 credits)
- Two schedule hours for Employment Skills Internship: 300 hours per semester (4 credits)

Candidate Selection:

- Complete the attached Internship/Employment Skills application
- Be in good academic standing
- Be and stay employed
- Provide own transportation

Employment Skills Internship Roles and Responsibilities

Term: Students will dedicate one or two course hours of their schedule to participate in Employment Skills Internship.

Site Overview: Students will participate in paid educational activities that correspond to the performance objectives at their employer's place of business.

Attendance: Students will communicate to both their employer as well as to their grade-level office when they are going to be absent, 918-259-4310. Regular attendance is required. For an absence in Employment Skills Internship to be excused, the students must follow the same procedure as an absence from any other class. Missing Employment Skills Internship without parent contact will be considered a truancy.

Evaluation: Contract and Employment Securement will constitute 20% of your overall grade. Hours worked will constitute 80% of your overall grade.

In order to receive credit, students must turn in a copy of their paystubs, payroll check or wage reports that show the number of hours worked during that pay period. Communication is vital with Employment Skills Internship Coordinator. You may contact Mrs. Ogilvie at 918-259-4853 or email at workstudy@baschools.org.

Should you need to change jobs, or are terminated you will need to immediately speak with your counselor to discuss alternate plans.



Memorandum of Understanding

Student Responsibilities

- The student, in order to receive high school credit towards graduation, must be employed a minimum of 10 hours per week for 15 weeks to satisfy the requirements of 1 elective credit (per semester) or 20 hours per week for 15 weeks to satisfy the requirement of 2 elective credits (per semester).
- The student agrees to abide by all rules and regulations set forth by the coordinator and employer.
- The student will not terminate employment at the approved place of employment without approval of the coordinator. Failure to do so may result in loss of school credit.
- On a bi-weekly basis you must turn in a copy of your paystub showing the number of hours you worked.

Coordinator Responsibilities

- The coordinator and employer will work closely together on all problems concerning the successful progress of the student.
- The coordinator will, at regular intervals (once a semester) meet with the student and employer in order to assure successful occupational progress.

Parent/Guardian Responsibilities

- The parent or guardian will be responsible for conduct of the student while participating in the Employment Skills Internship program.
- The parent or guardian will assume full responsibility for any action happening pertaining to the student from the time the student leaves school until he or she reports to the place of employment.
- The parent will ensure that transportation to and from the worksite is provided.

Employer Responsibilities

- The cooperating firm will employ the above student on a part-time basis and will provide training that will help the student realize his or her occupation objective according to a mutually developed training plan.
- The schedule of compensation shall be mutually agreed upon by the cooperating place of employment and the student.
- The cooperating place of employment will assist the coordinator by giving pertinent information that will assure the successful progress of the student.
- Before dismissing a student, except in cases of drug use or theft, the employer will discuss the reasons for such action with the coordinator.
- I am willing to communicate with the coordinator at least once a semester to discuss student progress.
- The cooperative training station is responsible for carrying Workmen's Compensation Insurance on the student trainee.

We, the undersigned, indicate by the affixing of our signatures that we have read and understand the purpose of intent of the "Memorandum of Understanding."

By _____

Employer

Coordinator

By _____

Parent or Guardian

Student



Employment Skills Internship Program Permission to Drive

Dear Parent/Guardian:

The Employment Skills Internship Program was developed to give students an authentic learning experience in the business world. Through Employment Skills Internship, students are provided with an opportunity to receive paid work experiences while fulfilling elective credit requirements. Employment Skills Internship broadens students' knowledge base about the business world and enables students to hone their own talents, goals, abilities and interests as they go forward in their academic and professional careers. Employment Skills Internship courses are scheduled as one or two elective classes of the students 12th grade class schedule. It is scheduled for one elective class of the students of 11th grade in the second semester only!

The following form is required for your child to participate in an off-school site Employment Skills Internship opportunity.

Employment Skills Internship Program Permission to Drive

I give my permission for my child, _____
to enroll in the Employment Skills Internship Program, and to leave BAHS to attend their Employment Skills Internship employment site. I understand that my child must have their own transportation to participate.

Parent Signature

Date

Please complete all forms and return to:

Tamatha Ogilvie, room C214, Employment Skills Internship Coordinator.
workstudy@baschools.org 918-259-4853