

# Youth Internship Appendix

This section of the framework provides example documents, templates, and additional resources for implementing a Capstone Experience. Feel free to use any information from this section as guidance to help, implement, execute, and assess a Capstone Experience in your district.

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# Youth Internship Capstone Enrollment Criteria Example

## Program Goal

To provide students with high-quality, career-connected learning experiences to support their career and college goals.

## Enrollment Criteria

- Student must be at least 16 years old, have a valid driver's license, and have access to reliable transportation to get them to their approved training site.
- Student must have completed, with a passing grade, the \_\_\_\_\_ Foundational CTE course.
- Student must have completed, with a passing grade, at least one CTE or dual credit course prior to enrolling in the internship program.
- Student has had no more than \_\_\_\_\_ excused absences during the year prior to the internship.
- Student has had no more than \_\_\_\_\_ unexcused absences during the year prior to the internship.
- Student did not receive a failing grade for any courses in the semester prior to the internship.
- Student does not have a history of being removed from any class for misbehavior or school suspensions for any reason during the year prior to an internship.
- Student has received a professional recommendation from \_\_\_\_\_ teachers supporting the student's decision to participate in the Youth Internship Capstone Experience.
  - Student is currently on track to meet all graduation requirements.
  - Student must submit completed internship application into the Capstone Coordinator/Advisor.
  - Exceptions to the above criteria may be allowed at the discretion of the Capstone Coordinator/Advisor and school administration.

# Youth Internship Capstone Enrollment Process Checklist

## PRE-EXPERIENCE

- Student submits “Youth Internship Application” to Capstone Coordinator/Advisor the semester before planned experience.
- Internship Applications reviewed and approved by Capstone Coordinator/Advisor.
- Student and parents/guardians sign and return “Youth Internship Contract” to Capstone Coordinator/Advisor.
- Student and parents/guardians attend Youth Internship orientation night.
- Capstone Coordinator/Advisor, with support from student, secures internship training site and worksite mentor.
- Employer completes “Employer Youth Internship Contract” and returns to Capstone Coordinator/Advisor.
- Student and parents/guardians sign and return employer specific forms to Capstone Coordinator/Advisor.
- Student completes all experience prerequisites outlined by Youth Internship Capstone course syllabus and program guidelines.

## EXPERIENCE

- Student submits all required experience documentation (weekly timesheets, reflections, progress reports) to Capstone Coordinator/Advisor.
- Capstone Coordinator/Advisor schedules regular check-ins with student and student’s worksite mentor. Some check-ins should take place at the youth internship training site.
- Employer/ worksite mentor submits all required experience documentation (progress reports, evaluations) to Capstone Coordinator/Advisor.

## POST-EXPERIENCE

- Employer completes all final experience documentation and submits to Capstone Coordinator/Advisor.
- Student completes, turns in, and presents all components of the Youth Internship Capstone course (professional portfolio, postsecondary learning plan, experience reflection).
- Capstone Coordinator/Advisor schedules Experience presentations and judges/panel.
- Capstone Coordinator/Advisor finalizes grade for the experience.
- Capstone Coordinator/Advisor schedules post-experience meetings with employer/ training worksite mentor and student.

# Youth Internship Capstone Application

Complete the following form if you are interested in participating in the Youth Internship Program. Submission of an application does NOT guarantee placement in the program.

## CONTACT INFORMATION

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Student Email: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Email: \_\_\_\_\_

## ACADEMIC INFORMATION

CTE Courses Taken:

Current GPA: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Other Courses Taken Related to Career Interest:

## INTERNSHIP INFORMATION

Which Semester would you PREFER to complete your internship?

FALL      SPRING      YEAR LONG

Which career field or occupation would you like your internship experience to focus on?

List possible business/industry partners you would be interested in interning with?  
*Students may NOT intern at a company owned by or under the direct supervision of a family member.*

Attachments: The following documents must be included with your internship application:

- **Resume**
- **Copy of Transcript**
- **Parent Permission Form**

Student Signature: \_\_\_\_\_

Capstone Coordinator/Advisor Signature: \_\_\_\_\_

# Youth Internship Capstone Student/Parent Agreement Form

By signing this permission form, all parties involved understand and agree to the requirements of the Youth Internship Capstone Experience. Please initial by each statement, then sign and return this form to the student’s Capstone Coordinator/Advisor.

	Parent Initials	Student Initials
Student intern agrees to participate in the Youth Internship Capstone Experience for the duration of the agreed upon timeframe (fall semester, spring semester, year-long).		
Student intern agrees to maintain a passing grade in all other enrolled courses while completing the internship experience.		
Student intern agrees to adhere to the set work schedule arranged between the business and the school.		
Student intern agrees to submit all required experience documentation by the agreed upon due dates to their Capstone Coordinator/Advisor.		
Student intern understands and agrees they are participating in a school-sponsored experience and must adhere to all school and district policies while off campus.		
Student intern understands and agrees to adhere to all company policies and procedures outlined by the Internship experience training site.		
Student intern understands and agrees that they may be removed from the Youth Internship Capstone experience at the request of the school or the training site if the student intern is not adhering to school, district, or company policies.		
Student intern understands and agrees they may lose course credit if they are removed from the experience due to the student's action or behaviors violating school, district, or company policies.		
Student intern understands and agrees they must complete all requirements of the Youth Internship Capstone course to receive credit for their experience.		

**Student Intern Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Parent/Guardian - Please do not sign below unless the following is true:

*I have read the Youth Internship Capstone course syllabus and the above listed statements of understanding and have discussed them with my child. I understand that the school will not be directly supervising my child for the majority of the Youth Internship Capstone Experience as my child may be off campus at an approved Internship Training Site. I understand that the school is not liable for any injuries that my child may sustain because of their participation in this experience, including potential injuries related to travel required to/from the school and training site. I understand that it is my child's responsibility to communicate with me any changes or updates to their training plan made after my signature.*

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

## Youth Internship Capstone Agreement

The purpose of Youth Internship Capstone program is to assist high school students in gaining rigorous career-connected learning opportunities, expand their occupational competencies and employability skills by allowing them to participate in hands-on activities and training opportunities with local industry partners. The School District, the business, and the student (and their parent/guardian) mutually agree to the following responsibilities:

### The Student shall:

1. Be at least 16 years of age and meet all requirements of the occupations they will be participating in.
2. Be a full-time student of good standing with the School District.
3. Have reliable and appropriate transportation to the approved training site at all times.
4. Adhere to all school, district, and business policies and procedures while participating in the program.

### The Employer shall:

1. Have a clear understanding of the program objectives and a willingness to participate.
2. Assist in developing a training plan.
3. Provide a training site mentor to oversee the student's activities and on-the-job training experiences.
4. Ensure the student is participating in training experiences that:
  - are during pre-approved scheduled times during the school week,
  - are in an occupation for which the program is approved,
  - will not endanger the health, safety, welfare, or morals of the student,
  - have adequate equipment, materials, and other resources to provide an appropriate learning opportunity, and
  - are in compliance with Federal and State labor laws.
5. Provide appropriate insurance coverage for paid interns in accordance with existing laws. Name of Worker's Compensation Insurance Company \_\_\_\_\_.
6. Defend, indemnify, protect, and hold harmless the school district, its officers, agents, and other employees against any and all losses, injuries, claims, actions, judgments, and liens which arise from or are connected with the acts or omissions of the training station employer, its officers, agents, and employees.
7. Have the right to terminate the student's participation in the program at the employer's discretion.

### The School District shall:

1. Select and approve students who qualify for enrollment in the program.
2. Assist students with career planning and identifying employment and educational objectives.
3. Provide related classroom instruction throughout the experience to support and enhance the worksite training plan.
4. Make regularly scheduled supervision visits to the approved training sites to monitor and evaluate the student's progress and learning.



5. Prepare individualized training plans with the assistance of the employer.
6. Maintain experience records including evidence of work permits issued, training agreements, training plans, on-the-job supervision observations, and on-the-job training site locations with student’s training hours.
7. Prepare and assign final credit for the student’s official transcript.
8. Defend, indemnify, protect, and hold harmless the school district, its officers, agents, and other employees against any and all losses, injuries, claims, actions, judgments, and liens that arise from or are connected with the acts or omissions of the training station employer, its officers, agents, and employees.

*Neither the School District nor the Employer shall discriminate against any student or employee on the basis of race, color, national origin, sex, marital status, parental status, or handicap in employment practices or on-the-job training experiences.*

*All Youth Internship Training Agreements are contingent upon the student completing all required components of the Youth Internship Capstone course.*

**Student Name:**

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Street Address:	City, State, ZIP:
Phone:	Email:
Signature:	Date:

**Parent/Guardian Name:**

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Street Address:	City, State, ZIP:
Phone:	Email:
Signature:	Date:

**Capstone Coordinator/Advisor Name:**

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Street Address:

City, State, ZIP:

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Phone:

Email:

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Signature:

Date:

**Employer/Worksite Mentor Name:**

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Street Address:

City, State, ZIP:

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Phone:

Email:

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Signature:

Date:

## Youth Internship Student Acceptance Email Example

Congratulations on being selected for the Youth Internship Capstone course! We are excited to have you participate in this rewarding hands-on experience.

The Youth Internship Capstone is a high school capstone experience that will allow you the opportunity to consolidate and apply all your academic learning and experiences from the past three years into a meaningful and relevant on-the-job experience. This course will be a chance for you to have an authentic, career-connected, hands-on experience with a business or community partner.

Prior to your participate in this course, you and your parent/guardian will need to attend the Youth Internship Open House Meeting on \_\_\_\_\_ in the high school auditorium. At this orientation meeting, you and your parent/guardians will have a chance to learn more about the Youth Internship Capstone program, collect paperwork and other documentation to help us prepare for you for your experience, and even meet some of the local business partners who have hosted interns in the past. Attendance at this meeting is strongly encouraged.

Attached, you will find a copy of the Youth Internship Capstone course syllabus with additional details about the course including contact information for your Capstone Coordinator who will serve as your advisor and school mentor during your experience.

Again, congratulations on being selected to participate in this exciting and rewarding program at \_\_\_\_\_ High School. Please make sure you are checking your email regularly and paying attention to school announcements between now and the end of the school year for additional information and details on the Youth Internship Open Meeting.

# Work-based Learning Liability Agreement

*This document is provided for example purposes ONLY. It is recommended that each school district work with their industry/business partners, insurance companies, and obtain any legal guidance prior to entering into a liability agreement of any kind.*

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (Approved Training Site) and \_\_\_\_\_ (School District).

WHEREAS, the parties desire to establish and implement a work-based learning program;

NOW, THEREFORE, it is mutually agreed as follows:

1. Approved Training Site will provide occupational training as outlined in the approved training/internship agreement. District will provide coordination and support for all students interns enrolled in the program. District contact will meet or confer with Training Site contact, during hours as arranged, to respond to requests from Training Site personnel who work with the student intern and to perform such other services as may be necessary or advisable to the program, including, but not limited to, evaluation, observation, and counseling of student intern.
2. Training Site will advise the District of the skills, competencies and, training student intern will be expected to have prior to participation in the Program. Promptly upon commencement of the Program, the Training Site will instruct students with respect to safety precautions and regulations related to the activities of the student intern under the Program. Student intern will abide by all policies and procedures of the District and the Training Site in connection with their activities, conduct, and appearance. The Training Site reserves the right to deny any student participation or continued participation.
3. Training Site will provide a clinical learning situation, instructional materials, and equipment necessary to provide an adequate learning experience.
4. In the event of an injury or accident, the Training Site will provide immediate emergency care based on humanitarian considerations and will promptly report the incident to the District. The District will complete an accident report form just as if the incident had occurred on District property.
5. Student interns participating in the Program will be covered by District liability insurance while at the Training Site if the student trainees are NOT paid by the Training Site.
6. Student interns participating in the Program will be covered by Training Site liability insurance while at the Training Site if the student interns ARE paid by the Training Site.

- 7. The District agrees to indemnify and hold harmless the Training Site, its officers, agents and employees from any and all claims and losses resulting from District’s performance of this agreement. The Training Site agrees to indemnify and hold harmless the District from any and all claims and losses resulting from Training Site’s performance of this agreement.
- 8. The parties agree to comply with all laws, ordinances, and regulations of governmental bodies applicable to the Program.
- 9. The parties agree to cooperate in evaluation of the Program and the student interns enrolled in the Program.
- 10. The Training Site and the District agree to instruct all student interns enrolled in the Program with respect to the confidential nature of all records and information.
- 11. The terms of the Agreement are effective from \_\_\_\_\_ (date) to \_\_\_\_\_ (date). Additional dates and times may be contained in the attachment(s). Either party may cancel this Agreement at any time upon written notice to the other given at least three (3) days prior to the stated cancellation date. This Agreement may be amended by written mutual agreement of the parties.

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Training Site Representative Name	Title
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Training Site Representative Signature	Date
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District Representative Name	Title
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District Representative Signature	Date
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# Youth Internship Capstone Student Reflection Questions

Congratulations on almost completing your Youth Internship Capstone! Answer the following questions to help you reflect on your experience.

Student Name: \_\_\_\_\_

## Experience Wrap-up Reflection Questions

1. How many total hours (outside of class time) did you spend at an approved training site?
2. What issues or problems arose as you worked on the Youth Internship Capstone?
3. How did you organize and manage your time not spent at the approved training site to complete the coursework requirements of the Experience?
4. What was your favorite part of the Experience?
5. Provide at least one example of when you went outside of your comfort zone during the Experience.
6. Detail any changes made to your post-secondary learning plan because of the internship?
7. Describe specific skills and competencies you learned during the Experience.
8. What did you learn about yourself during this experience (think about skills like organization, communication, working with others)?
9. If you could go back and start at the beginning, what would you do differently?

Use the following rubric to reflect on your Internship Capstone.

	Mastery	Proficient	Progressing
<b>Hands-on Internship Experience</b>	I had a complete experience connected to my academic learning and post-secondary plans. I used my time wisely to learn new skills and competencies, and I always displayed professionalism while on the job site.	I had an experience that mostly connected to my academic learning and post-secondary plans. I learned some new skills and competencies, and I mostly acted in a way that displayed professionalism while on the job site.	My experience was not fully connected to my academic learning and/or post-secondary plans. I don't believe I learned enough new skills or competencies during my experience. I may not have displayed professionalism at all times while on the job site.
<b>Portfolio</b>	My portfolio was well-organized, presented in a professional way, and contained all requirements.	My portfolio utilized some organizational techniques; was mostly professional and contained most requirements.	My portfolio needed more organization and could have been more professionally presented. Some requirements may be missing.
<b>Presentation</b>	I presented my Experience professionally and confidently and included all requirements.	I felt mostly prepared for my presentation and addressed nearly all requirements.	My presentation could have used additional practice and refinement in both the content and my delivery.
<b>Participation</b>	I was highly motivated and self-directed throughout the Experience, stayed on task, met deadlines, and asked for help when I felt I needed it.	I was mostly self-directed throughout the Experience and required few Advisor or worksite mentor-initiated check-ins to stay on task or meet deadlines. I asked for help when I felt I needed it.	I needed additional support throughout the Experience which was usually Advisor or worksite mentor-initiated to help me stay on task and meet my deadlines.

# Youth Internship Capstone Experience Determining Your Internship Goals

## Determine Your Internship Goals

Before you participate in an internship, you need to determine what your goals will be for participating in the internship program. Consider the following questions to help you create your goals for the internship.

1. What are your current career interests?
2. Why do you want to participate in the Youth Internship and what do you hope to gain from this experience?
3. What specific companies or organizations are you interested in interning with?
4. How will an internship help you better prepare/plan for your future after high school?

# Youth Internship Student Worksite Evaluation Rubric

	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Partial Meets Expectations</b>	<b>Does Not Meet Expectations</b>
<b>Communication</b>	Punctual and professional communication in both speaking and writing	Communicates in a timely manner in both speaking and writing	Communication is sometimes unclear or not received in a timely manner	Communication is lacking in completeness, professionalism, and timeliness
<b>Professionalism</b>	Appearance and behaviors displayed exceed professional expectations	Appearance and behaviors displayed meet professional expectations	Appearance and behaviors did not always meet professional expectations	Appearance and behaviors mostly did not meet professional expectations
<b>Responsibility &amp; Dependability</b>	Intern met all deadlines, attended all meetings, and followed through on all projects above mentor expectations	Intern met most deadlines, attended meetings, and followed through on projects at mentor expectations	Intern sometimes struggled with meeting deadlines, attending meetings, or completing projects as expected	Intern did not meet deadlines, attend meetings, or complete projects as expected by worksite mentor
<b>Quality of Work</b>	Quality of work displayed was above expectations and demonstrated intern's willingness to go above and beyond	Quality of work displayed met expectations and demonstrated intern's ability to perform as required	Quality of work displayed not always met expectations or demonstrated intern's ability to perform required duties	Quality of work was significantly lacking and/or intern's engagement was reluctant to meet required duties
<b>Contribution &amp; Productivity</b>	Intern exceeded all expectations of worksite mentor, contributed new ideas, and required little to no direction after initial instruction	Intern met all expectations of worksite mentor, contributed to productivity of the team, and required minimal direction after initial instruction	Intern did not meet all expectations of worksite mentor, and they required additional oversight and direction even after initial instruction was given	Intern did not contribute to the team unless specifically directed to by worksite mentor, frequent direction and instruction was required



# Youth Internship Student Worksite Mentor Evaluation

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Training Site Location/Department: \_\_\_\_\_

Training Site Evaluator: \_\_\_\_\_

Please provide a brief commentary on the student intern’s performance during the internship experience. Use the Student Worksite Evaluation Rubric to help guide your comments. Please include specifics about the students that include their attitude toward work attendance and punctuality, ability to follow instructions, quality of work, and their ability to work with others.

# Youth Internship Worksite Orientation Checklist

The following is an example of content and activities to include as a part of a youth intern’s orientation to their approved training site.

## Welcome & Tour

- Who we are and what we do
- Facility tour
- Introductions to staff and department mentors

## Company Specifics

- Organizational structure
- Products/services overview
- Occupation specific information
- Customer base
- Company handbook to include overview of all company policies and procedures (personnel handbook)

## Internship Specifics

- Internship job description
- Training Plan overview

## Safety Training

Worksite is responsible for training on all safety hazards that might occur at the training site.

- Company safety training
- Special hazards
- Stairwell/fire exits, fire extinguishers
- Accident prevention

## Required Training & Forms

- Safety Training
- Sexual Harassment Training
- Confidentiality statement (if needed)
- Photo release (if needed)

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Student Intern Name

Date

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Training Site Representative

Date

## Youth Internship Student Expectations Handout

Please read the following statements to ensure you fully understand the basic expectations of you as a participant in the Youth Internship Capstone Experience.

- 1.** The student is expected to be at the training site every day and at the appointed time each day. If the student is not able to be at the approved worksite, they report to school and continue with approved activities under the guidance of their Capstone Coordinator/Advisor.
- 2.** Students can be removed from the approved training site at any time through written agreement between the Capstone Coordinator/Advisor and the worksite mentor if the situation is not working out or if the student is demonstrating poor performance.
- 3.** Students will experience a variety of hands-on, career-connected learning activities during their experience that will further develop their employability skills and industry specific competencies.
- 4.** Students are expected to conduct themselves in a professional manner at all times, adhering to all school/district policies as well as company specific policies and procedures.
- 5.** Students will do nothing to disrupt the normal routine of the training site, or do anything to put themselves or others at the training site in danger or unnecessary harm.
- 6.** Students will be required to communicate regularly with both their Capstone Coordinator/Advisor and their worksite mentor.
- 7.** Students who do not complete the requirements outlined by the Youth Internship course syllabus and the Training Agreement will not receive credit for their experience.

# Youth Internship Training Site Observation Form

The following form should be used by the Capstone Coordinator/Advisor to observe the student intern at their approved training site.

## STUDENT INFORMATION

Intern Name: \_\_\_\_\_

Date: \_\_\_\_\_

Training Site: \_\_\_\_\_

Worksite Mentor: \_\_\_\_\_

## WORKSITE OBSERVATION

Student Learning:

Student Appearance:

Interactions with Others:

Attendance:

Time Management:

Initiative & Motivation:

Other Comments/Observations:

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Student Intern Signature Date

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Training Site Representative Signature Date

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Capstone Coordinator/Advisor Signature Date

# Youth Internship Student Evaluation Form

## STUDENT INFORMATION

Intern Name: \_\_\_\_\_

Date: \_\_\_\_\_

Training Site: \_\_\_\_\_

Worksite Mentor: \_\_\_\_\_

EMPLOYABILITY COMPETENCIES	EXCEEDS	MEETS	NOT MEETING	N/A
Demonstrates punctuality and proper attendance				
Dressed professionally and appropriately for the job				
Demonstrates teamwork and works cooperatively with others when required				
Communicates professionally with coworkers, supervisors, and clients				
Takes initiative on the job				
Consistently completes tasks at the highest standards				
Accepts they are still learning and actively seeks ways to improve				
Accepts direction from supervisors adapts to change in the work environment				
<i>Additional Competencies:</i>				
OCCUPATION SPECIFIC COMPETENCIES	EXCEEDS	MEETS	NOT MEETING	N/A
COMPANY SPECIFIC COMPETENCIES	EXCEEDS	MEETS	NOT MEETING	N/A

Additional Comments:

# Youth Internship Student Self Evaluation Form

## STUDENT INFORMATION

Intern Name: \_\_\_\_\_

Date: \_\_\_\_\_

Training Site: \_\_\_\_\_

Worksite Mentor: \_\_\_\_\_

TRAINING SITE	AGREE	MOSTLY AGREE	DON'T AGREE	N/A
The training site placement(s) matched closely with my post-secondary plans.				
I had some input in researching and selecting a training site.				
I was able to complete all/most of the activities detailed in the training plan.				
There was appropriate supervision at the approved training site(s).				
The training site placement provided appropriate safety training.				
I was provided with an orientation to the organization that included details on company policies and procedures.				
My worksite supervisor provided me with ongoing training opportunities and guidance.				
EXPERIENCE DETAILS	AGREE	MOSTLY AGREE	DON'T AGREE	N/A
Overall, I had a positive experience during my experience.				
My experience was valuable in helping me with my post-secondary planning.				
I learned important employability skills during my experience.				
I learned important occupational specific skills during my experience.				
I would recommend the youth internship program for other students interested in hands-on, career-connected learning opportunities at this school.				
If given the chance, I would recommend the business that hosted my internship because of the quality of my experience.				
OTHER COMMENTS	AGREE	MOSTLY AGREE	DON'T AGREE	N/A

# Youth Internship Attendance Form

## STUDENT INFORMATION

Intern Name: \_\_\_\_\_ Training Site: \_\_\_\_\_

Intern Signature: \_\_\_\_\_

Worksite Mentor: \_\_\_\_\_

	DATE	IN	OUT	IN	OUT	TOTAL HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

TASKS COMPLETED THIS WEEK:

	DATE	IN	OUT	IN	OUT	TOTAL HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

TASKS COMPLETED THIS WEEK:



# Youth Internship Training Plan Example

## Law, Public Safety & Security

This is just an example to help guide a Capstone Coordinator/Advisor and business as they create individual training plan for the student intern. All plans should meet state and federal WBL and youth labor law requirements (if applicable).

## Law, Public Safety & Security Cluster Overview

The Law, Public Safety and Security cluster includes careers that involve providing protective and security services as well as any careers involved in the legal field. In South Dakota, there are over 155 law enforcement agencies that employ more than 1,800 sworn police officers across the state. Additionally, there are more than 2,500 people working in careers in the legal field other than law enforcement in South Dakota.

## Purpose of the WBL Experience

- To provide students with real-world experiences in law enforcement, public safety, and security.
- To build interest in careers and career opportunities in law enforcement, public safety, and security.
- To better understand the function and impact of law enforcement and public safety officials in the community.
- To expose students to the skills and training necessary to successfully enter into a career in law, public safety, and security.

## Possible Training Sites

- University Police
- County Agencies (Sheriff's Departments)
- City Police Departments
- Private Law Office
- District Attorney's Office
- Courthouse
- Security Firm
- Emergency Services Dispatch Center

## Key Concepts Covered During WBL Experience

- Basic Police Procedures:
  - Radio and patrol procedures
  - Booking/Fingerprinting
  - Conducting Field Interviews
  - Traffic and Crowd Control
  - Traffic Stops
  - Crime Scene Search/Preservation
  - Drug Identification and processing
  - Defensive Tactics
- Civil Law Procedures and Policies
- Criminal Law Procedures and Policies
- Legal Document Writing
- Types of Legal Proceedings
- Ethical Issues in Law and Public Safety
- School and Community Legal Resources and Services
- Courtroom Procedures
- Chain of Evidence Requirements

## Internship Training Plan

Police Office or Sheriff's Department

### Week 1 - School/On-Campus

Student & facilitator prepare for WBL experience

- Determine potential WBL locations and contacts
- Reach out to organizations to determine if a WBL experience will be a good fit for student and business
- Create a Learning Plan to help guide the WBL experience

### Week 2 - School/On-Campus

Student & facilitator prepare for WBL experience

- Finalize WBL experience location(s) including any required paperwork for both the school and the business
- Pre-internship interview and expectations meeting with business Internship Supervisor
- Student begins outlining and creating their Capstone Experience portfolio

### Week 3 - Business/Off-Campus

Orientation and Onboarding by Internship Supervisor

- Student is familiarized with the office and staff
- Student learns about the organization's mission, vision, & values
- Student given access to any necessary technology or equipment they will need during their WBL experience
- Student completes any organization required trainings

### Weeks 4-6 - Business/Off-Campus

Internship Experience 1 - Police Officer

- Student shadows police officer and learn about the duties they perform daily
- Student allowed to complete tasks or projects to support the police officer in his/her daily duties (answering phones, organizing and filing paperwork, providing support services to the public coming into the police station)
- Student participates in ride-along (if allowed)
- Student conducts interviews of police officers and support staff to better understand their roles and responsibilities
- Student attends trainings, meetings, or court hearings

### Week 7 - School/On-Campus

Monthly Check-in and Progress Check

- Student and school facilitators assess the progress of the WBL experience
- School facilitator conducts progress check with business Internship Supervisor
- Student updates Capstone Experience portfolio based on the activities completed during the first 4 weeks of WBL experience

**Weeks 8-11 - Business/Off-Campus**

## Internship Experience 2 - Detective

- Student shadows the detective and learns about the duties they perform daily
- Student allowed to complete tasks or projects to support the detective in his/her daily duties (answering phones, organizing and filing paperwork, providing support services to the public coming into the police station)
- Student participates in a ride- along (if allowed)
- Student conducts interviews of detectives and support staff to better understand their roles and responsibilities
- Student attends trainings, meetings, or court hearings

**Week 12 - School/On-Campus**

## Monthly Check-in and Progress Check

- Student and school facilitator assess the progress of the WBL experience
- School facilitator conducts progress check with business Internship Supervisor
- Student updates Capstone Experience portfolio based on the activities completed during the first 4 weeks of WBL experience

**Weeks 13-16 - Business/Off-Campus**

## Internship Experience 3 - Bailiff/CSI/Evidence Technician/Other

- Student shadows the person to learn about the duties they perform on a daily basis
- Student allowed to complete tasks or projects to support this person in his/her daily duties. Duties should be related to this job type (fingerprinting, evidence analysis, courtroom supervision)
- Student participates in experiences related to this position (if allowed)
- Student conducts interview of person in this position and support staff to better understand their roles and responsibilities
- Student attends trainings, meetings, or court hearings

**Week 17 -18 - School/On-Campus**

## Finalization of WBL Experience

- Student works on and completes Capstone Experience portfolio
- Facilitator completes WBL experience evaluation and exit interview with business Internship Supervisor
- Student prepares final project for review and assessment
- Facilitator and/or Capstone committee assesses student portfolio

## Learner Goals

### Police Officer Intern

#### Goal #1 - Learn the terminology and acronyms used by a police department.

Actionable:

- Examine police reports
- Read police handbook/manual
- Attend department meetings
- Observe and ask questions of officers and Intern supervisor

Capstone Portfolio Evidence:

- Include a reference guide to terminology and acronyms learned during the WBL experience

#### Goal #2 - Learn the core skills and abilities required to be a successful police officer.

Actionable:

- Interview officers
- Attend training sessions
- Participate in “mock” scenarios
- Ride-along with officers
- Observe officers while they are performing job duties

Capstone Portfolio Evidence:

- Create a journal entry discussing skills and abilities needed to be a successful police officer
- Write a sample job posting to include the necessary skills and abilities needed

#### Goal #3 - Understand the day-to-day duties, roles, and responsibilities of a police officer.

Actionable:

- Interview officers
- Attend training sessions and department meetings
- Ride-along with officers
- Participate in assigned duties under the supervision of the Internship Supervisor
- Read police handbook/manual

Capstone Portfolio Evidence:

- Create a journal entry sharing your experience or summarizing your officer interviews
- Provide a copy of company policy on duties and responsibilities of a police officer

#### Goal #4 - Understand the support roles of other staff in a police department.

Actionable:

- Interview and/or shadow support personnel in a police department
- Participate in assigned duties under the supervision of the Internship Supervisor
- Participate in “mock” scenario

Capstone Portfolio Evidence:

- Create a journal entry summarizing what you learned about the support positions in a police department

## Additional Resources

- Association for Career and Technical Education Work-based Learning Division – Additional resources, research, and guidance for expanding school-sponsored WBL opportunities.
  - <https://www.acteonline.org/professional-development/high-quality-cte-tools/high-quality-cte-library/work-based-learning/#toggle-id-2>
- Career Launch SD Work-based Learning Toolkit – Provided by the SD Department of Labor and Regulation, this toolkit provides additional guidance, templates, and activities to support the implementation of a Youth Internship Capstone Experience.
  - [https://dlr.sd.gov/workforce\\_services/individuals/career\\_launch/toolkit.aspx](https://dlr.sd.gov/workforce_services/individuals/career_launch/toolkit.aspx)
- Career Ready SD – Online Work-based Learning playbooks and resources.
  - <https://careerreadydev.sd.gov>
- CTE: Capstone Experience guidance from the SD Department of Education
  - <https://doe.sd.gov/cte/capstone.aspx>
- Soft Skills Standards and Resources from the SD Department of Education
  - <https://doe.sd.gov/cte/softskills.aspx>
- US Dept. of Labor Youth & Young Workers Employment information
  - <https://www.dol.gov/general/topic/youthlabor>