



## FAQ

2018-2019 School Year

### Questions about PrepareRI Internship Program

**1. What grade do students need to be in to apply?**

Students need to be juniors in high school during the 18/19 school year.

**2. How old do students need to be?**

Students must be 16 years old by March 1, 2019.

**3. How do students apply to the program?**

Students must complete an online application. The application period opens December 3, 2018.

The website is: [www.skillsforri.com/prepare-ri-internship-program](http://www.skillsforri.com/prepare-ri-internship-program)

**4. What is the application period?**

December 3, 2018 – February 1, 2019. The application will close at 11:59 pm on 02/01/2019. Late applications will not be accepted.

**5. What are the requirements to apply to the program?**

Students must be a junior in a Rhode Island public school. And the student must be eligible to work in the United States and be available for the work-readiness bootcamp and summer placement.

There are no other requirements to apply to the program.

**6. What happens after a student applies?**

Students will receive an automatic email acknowledging receipt of application. Student will then receive notification in January on dates for a mandatory orientation session. These dates will also be shared with schools and parents/guardians. Orientation sessions will take place between February – March, 2019.

Once students attend an orientation session, they will need to complete additional forms. Please see forms provided in PrepareRI Internship Program Manual in the PrepareRI Toolkit.

Students who attend the orientation session will then be scheduled for an interview with a member of the Skills for Rhode Island’s Future (Skills RI) team. This is a preliminary interview to determine a student’s readiness for the program and potential match with an employer.

Interviews may be scheduled individually or in groups at students’ respective schools.

Students who move past the “Skills RI interview round” may then be presented to employers for an “Employer Interview round”.

After interviews are complete, the student selection process begins and student will learn of their placements with prospective employers.

A timeline of activities can be found in the PrepareRI Toolkit and application.

**7. Once a student has been matched to an employer, is their summer internship placement guaranteed?**

No. Students will need to attend a mandatory “work-readiness bootcamp” from June 24 – 29, 2019. The bootcamp is 40-hours and is the final determining factor for placement. Students may lose their placement for failure to complete the work-readiness bootcamp week.

**8. What if students cannot attend the “work-readiness bootcamp”?**

The work-readiness bootcamp is a mandatory component of the PrepareRI Internship Program. We understand students may have other school sanctioned activities that week, unfortunately, we cannot make any accommodations. The work-readiness bootcamp is from June 24 – 29, 2019 and will run from 8:30 am – 5:00 pm.

**9. What happen if students do not get their first choice of employer placement?**

Skills RI does not guarantee students their “first choice” as this is a competitive process and the student-employer matching considers multiple factors (i.e. location, readiness, interest, schedule, employer specific requests). We use this as a learning experience to help students understand and develop coping skills for not getting their first choice.

**10. What percentage of students will be accepted into the program?**

Skills RI has established goals for recruiting students. For the 2018-2019 school year, Skills RI plans to recruit at least 1200 high school juniors to apply to the program with a goal of placing 300. Assuming these goals hold true, 25% of students will be placed.

**11. Do all students move to the interview stage?**

No. Only students who complete their application and attend an orientation session with their parent/guardian and complete employment paperwork will be invited to an interview session.

**12. If students earn money, will it impact families receiving federal income assistance?**

Generally no, students wages should not impact families receiving public assistance. Skills RI will work with families to determine the best way to proceed. The Skills RI team is familiar with the state and federal guidance for assistance eligibility and will help calculate ability to earn. Skills RI is also committed to making sure any student can participate in a work-based learning (WBL) experience and will try to make accommodations where such challenges arise.

**13. Should students have their own transportation to participate?**

Students must have a viable transportation plan. This may include public transportation, parent/guardian providing transportation or students driving themselves. Skills RI will provide bus passes for students who may need assistance with public transportation.

If transportation is flagged as a concern, Skills RI may try to find a placement near to the students home to reduce the travel time needed to/from placement.

**14. If a student is 18 years old, do they still need parent/guardian permission?**

Skills RI requires all students to demonstrate a support system to help them succeed in this program. And therefore, Skills RI strongly urges students to attend an orientation session with their parent/guardian or other adult figure who will help the student through the program.

**15. Are students paid during the PrepareRI Internship Program?**

Yes. Students will earn \$11.25/hour. Students must work at least 150 hours and up to 240 hours. Hours must be completed between July 1, 2019 – August 23, 2019. **Students do NOT get paid for the work-readiness bootcamp training** but will earn up to 3 college credits.

**16. Can students count this towards any required CTE work experience?**

Yes, if there is a demonstrated alignment with the CTE program. Please contact Skills RI to help with determining alignment.

**Questions about PrepareRI & Work-Based Learning**

**17. What is Work-Based Learning (WBL)?**

Please read the RI Governor’s Workforce Board Standards on WBL. The standards can be found here under the GWB Planning section: [www.gwb.ri.gov/policy-and-planning](http://www.gwb.ri.gov/policy-and-planning).

**18. What are the requirements around WBL?**

Please read the Rhode Island Department of Education requirements for WBL. The WBL FAQ can be found here: [www.prepare-ri.org/wbl](http://www.prepare-ri.org/wbl).

**19. How do I track student data with WBL?**

Please read the Rhode Island Department of Education requirements for WBL. The WBL FAQ can be found here: [www.prepare-ri.org/wbl](http://www.prepare-ri.org/wbl).

**20. Are there any legal issues for students to work with employers?**

Few restrictions exist for students to work with employers. Please read the RI Governor’s Workforce Board Standards on WBL. The standards can be found here under the GWB Planning section: [www.gwb.ri.gov/policy-and-planning](http://www.gwb.ri.gov/policy-and-planning).

If you still have questions after reading the guidance document, please call Skills RI at 401-680-5960 and ask to speak with Jenny Pichardo. Skills RI has been retained as a state-wide intermediary to make employer-school connections.

## 21. How do I set up an industry partnership for WBL at my school?

The most important first step is to determine a school's readiness to engage in this work. Several WBL frameworks exist which outline a continuum of WBL experiences. When determining if your school is ready, you should be able to clearly articulate the following (from DOE):

### **Alignment of Classroom and Workplace Learning Questions**

- a. Is the WBL meeting industry demands for a more skilled workforce by providing opportunities for students to receive training, learn skills, and gain experience in all aspects of an industry;
- b. Is the WBL academic content mapped to authentic workplace tasks and integrate workplace tasks and classroom instruction;
- c. Does the WBL experience allow students to reflect on their learning process and experience; and
- d. Does the school require training for instructors on how to integrate WBL experiences into curriculum and instruction?

### **Application of Academic, Technical, and Employability Skills in a Work Setting**

- a. Are the WBL experiences based on rigorous academic and employability skill requirements; and
- b. Do the WBL experiences include in-depth and hands-on work experiences (either on-site or through simulated/virtual methods), with activities ranging from career awareness and exploration to career preparation and training?

### **Support from a Classroom or Workplace Mentors**

- a. Does the WBL experience promote student engagement through mentorship from supervisors, instructors, and WBL coordinators;
- b. Does the WBL experience allow students to develop relationships with industry and community professionals;
- c. Are students monitored and evaluated by workplace supervisors, classroom instructors, or WBL coordinators; and
- d. Are trainings offered for mentors on providing students with industry-specific support; general career and education guidance; personal and professional growth; and a caring, emotional connection?