



PrepareRI

Internship Program



2019
Program
Manual

Acknowledgements

This manual represents a compilation of information and best practices for operating a work-based learning high school internship program. Guidance and resources used to develop this manual are referenced in the appendix section of the document.

Skills for Rhode Island's Future would like to recognize the great work happening nationally to build student talent in alignment with the demands of the workforce. Skills for Rhode Island's Future would especially like to thank the RI Governor's Workforce Board, Rhode Island Department of Education and the Boston Private Industry Council (PIC) for serving as thought leaders in building the PrepareRI Internship Program.



PrepareRI

Internship Program

PREPARERI INTERNSHIP PROGRAM IS GENEROUSLY FUNDED BY:



Governor's Workforce Board

RHODE ISLAND

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PrepareRI Internship Program

Managed and Operated by:



SKILLS FOR
RHODE ISLAND'S
FUTURE

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ABOUT PREPARE RI

PrepareRI is an initiative to prepare all Rhode Island youth with the skills they need for jobs that pay. It represents a strategic partnership between the Rhode Island government, private industry leaders, the public education system, universities, and non-profits across the state. PrepareRI launched in 2016, after Rhode Island was awarded a New Skills for Youth grant from JPMorgan Chase and the Council of Chief State School Officers (CCSSO).

PrepareRI: BUILDING CAREER PATHWAYS

PrepareRI provides Rhode Island students with the advanced skills they need to be successful and ready to compete for today's in-demand jobs. PrepareRI is building career pathways and developing challenging coursework that will help Rhode Island students succeed in college and career. PrepareRI will also create work-based learning opportunities that link school learning to real world jobs.

PrepareRI: BENEFITING OUR STUDENTS, SCHOOLS, BUSINESSES, AND ECONOMY

For **students**, PrepareRI aims to close the gap between what students learn in school and what they need for high-demand jobs. The initiative was built on the belief that all young people — regardless of their previous background or intended career — will need some form of postsecondary credential and practical work experience to succeed.

For **schools**, PrepareRI seeks to provide a connection between schools and employers by providing a work-based learning approach. This internship program will provide structured experiences to link the student's career goal and classroom **learning** with a productive **work** environment.

For **businesses**, PrepareRI ensures that employers have the workforce they require to thrive in the economy of tomorrow. This fills a crucial need in Rhode Island; currently, less than 45 percent of residents have a post-secondary degree or industry-recognized certificate, yet 70 percent of jobs will require those credentials by 2020.

For the **local economy**, PrepareRI will ensure students graduate from school ready and prepared to enter the workforce based on the needs of employers. By developing in-demand talent, companies can easily recruit local staff for their respective companies ensuring healthy employment numbers.

PrepareRI: REDESIGNING THE TALENT PIPELINE

PrepareRI will restructure the entire talent pipeline in Rhode Island, from kindergarten to career. Our goal is that, by 2020:

- All career pathway programs will be aligned to Rhode Island’s high-demand career fields
- All high school students will graduate with college credit or an industry credential
- All high school students will have access to a work-based learning experience, such as an internship in a relevant career field
- All students will have career exploration opportunities beginning in elementary and middle school, and individualized learning plans based on their unique strengths and interests

ABOUT THE PREPARERI INTERNSHIP PROGRAM

The PrepareRI Internship Program is a joint project of the Rhode Island Department of Education and Governor's Workforce Board, and is managed by statewide career readiness intermediary, Skills for Rhode Island’s Future (Skills RI).

The PrepareRI Internship Program is a “work-based learning experience” for public high school students who have completed their junior year in high school and are planning for college or a career upon graduation from high school. Research suggests work-based learning helps student link learning with classroom instruction, leads to high graduation rates, gives students ownership of their learning and career exploration and helps students develop critical soft skills.

The PrepareRI Internship Program provides students opportunities to explore careers via workplace learning experiences through paid summer internships. Internships are just one type of work-based learning experience.

PrepareRI Internships benefit both students and industry. For students, the internships provide opportunities to explore careers, prepare them with the skills they need to pursue meaningful, fulfilling futures through professional skills training, on-the-job experience, and connections to adult mentors who can help them achieve their career goals. For employers, the internships help diversify their workforce and build a strong pipeline of young, skilled workers who can keep RI’s future economy vibrant and strong.

Piloted in summer 2018, the PrepareRI Internship Program trained and placed 162 Rhode Island youth in paid summer internships with the state’s top employers in a range of industries. PrepareRI Internships are part of PrepareRI’s goal of having work-based learning in every high school in the state.

KEY COMPONENTS OF PREPARERI INTERNSHIP PROGRAM

- 300 paid summer internship slots available (Summer 2019)
- Rising seniors (current juniors) are eligible to apply
- Must be 16 years by March 1, 2019
- Internships take place between July 1 – August 23, 2019
- Interns will be paid \$11.25/hr.
- Interns must commit to at least 150 hours during the summer
- Internships will last 6-8 weeks, 25-35 hours per week
- Interns may earn up to 4 college credits from Rhode Island College
- Interns will be placed at top Rhode Island employers
- Interns must attend an orientation session with their parent/guardian
- Interns must complete a 40-hour work-readiness boot camp

PREPARERI INTERNSHIP PROGRAM ROLES

Before reading this manual, please note the roles of the different parties involved in making the PrepareRI Internship Program possible:

Skills for Rhode Island’s Future (Skills RI): Skills RI has been selected by Rhode Island Governor’s Workforce Board to serve as the state-wide career intermediary to develop and administer the PrepareRI Internship Program. For the PrepareRI Internship Program, Skills RI will serve as the employer of record and all students will be directly employed by Skills RI.

What you should expect from Skills RI:

- Skills RI will serve as the single point of contact for employers, students and parents/guardians. Please call Skills RI with questions or concerns.
- Skills RI will help select students and will match them with employers.
- Skills RI will secure the employer partners for the “worksites” for PrepareRI interns.
- Skills RI is responsible for reviewing student applications for the PrepareRI Internship Program and completing all of the paperwork required for a student to participate in the PrepareRI Internship Program.

- Skills RI, along with input from employer partners, will make the final decision on students accepted into the PrepareRI Internship Program.
- Skills RI will be the employer of record for student interns and, as such, will process payroll, provide worker compensation insurance, provide general liability insurance and ensure all required employment forms are completed.

Rhode Island Governor’s Workforce Board (RI-GWB): The RI-GWB is the primary funder of the PrepareRI Internship Program, investing funding for up to 300 paid internship placements for summer 2019. RI-GWB is the State of Rhode Island’s primary policy-making body on workforce development matters. The RI-GWB invests in a range of programs and services that serve hundreds of companies and thousands of workers annually through Real Jobs RI, Real Pathways, Real Skills for Youth, internships, and incumbent worker training.

Partnership for Rhode Island (Partnership RI): Partnership RI is a consortium of Rhode Island employers committed to improving education in the State of Rhode Island and building a talented workforce that will help grow our local economy.

Rhode Island Department of Elementary and Secondary Education (RIDE): RIDE is a state agency in Rhode Island that oversees the elementary and secondary education system from Pre-Kindergarten through high school. It is headquartered in Providence. RIDE works closely with the RI-GWB to build the PrepareRI model and RIDE is providing guidance on the PrepareRI Internship Program.

Rhode Island School Districts: Through the efforts of school principals, guidance counselors and career coordinators, Rhode Island high schools help to recruit students for the PrepareRI Internship Program, assist with scheduling orientation and interview sessions and provide critical support to students as they apply to be a PrepareRI intern.

Rhode Island College: Skills for Rhode Island’s Future has partnered with Rhode Island College to accredit the PrepareRI Internship Program and issue college credits for PrepareRI Interns. The PrepareRI internship curriculum is aligned with college experiential learning and PrepareRI Interns should be able to earn up to 4 college credits. Rhode Island College will also grant a "provisional acceptance" into Rhode Island College to any PrepareRI intern who successfully completes the internship program and their required high school coursework.

Employer Partners (aka Worksites): Employer partners provide the actual worksites for student interns. Once a student has been accepted into the PrepareRI Internship Program, the student intern will be placed at one of the employer partner sites. Employer partners have agreed to host student interns and will provide a worksite supervisor who will supervisor the student intern during their work experience.

- Employers must complete student intern placement agreements
- Employers must orient students to their respective worksites

- Employers must supervise interns at their respective worksites
- Employers must evaluate student intern performance at the conclusion of the internship program

In our pilot year, 46 employers hosted interns. Below is list of summer 2018 employer hosts, this list is subject to change. A final list of employer partners will be announced spring 2019.



WHAT EMPLOYERS NEED TO KNOW

This manual intends to encourage employers to open their minds and their doors to young people while clarifying facts and myths of employing youth. This manual serves as a starting point for employers considering internships for high school students, however, because each employer's policies and regulations vary considerably, employers should consult their respective human resources department, legal counsel and insurers.

INVESTING IN FUTURE TALENT

In Rhode Island, Skills RI has witnessed an increase in the number of employers interested in engaging in talent development strategies starting with the K-12 education system. The PrepareRI Initiative is designed to give employers a voice in developing career-readiness exploration and training and an opportunity to directly connect with high school students looking for work-based learning internship opportunities.

The PrepareRI Initiative aligns with employers across the country working with educators to create opportunities for young people to engage in work-based learning—a continuum of sequenced and coordinated activities through which students gain increasing exposure to the world of work. Many employers are already partnering with schools to provide classroom guest speakers or organize field trips. However, employers who want to provide more in-depth opportunities for youth, especially internships, do not always know where to start. Under the PrepareRI Internship Program, employers can now connect with students directly while reducing their risk of hosting their independent high school internship program.

It is the belief of the State of Rhode Island's Department of Education and Governor's Workforce Board along with Skills RI, that creating meaningful work-based internships and other work-based learning opportunities for young people is essential for closing the skills gap and preparing youth for successful careers. While Skills RI recognizes there are many ways for employers to engage in work-based learning opportunities for K-12 students, this manual is largely focused on the PrepareRI Internship Program. Work-based Internships are more intensive than other forms of work-based learning and employers offering internships often need resources and guidance to build their respective internship programs.

HOSTING HIGH SCHOOL INTERNS

Employers interested in working with young people are often concerned about a student's capacity to meet employer expectations or other barriers that may limit youth's access to workplaces, such as labor laws and liability risks. Addressing employers' concerns head-on is therefore critical to scaling up work-based learning opportunities in states and regions.

In reality, federal and state laws and policies do not prevent high school students from participating in meaningful work experiences in professional environments. Often, the same guidelines and regulations associated with adult employees apply to youth under 18, making it unnecessary for employers to navigate unfamiliar policies or design new human resources processes to accommodate young people. In other cases, certain regulations are based on a young person's age, the nature of the work, the hours she or he works, and the compensation he or she receives. Employers who familiarize themselves with a few main policies relevant to their sectors can easily remain in compliance while providing enriching and important career and skill development opportunities for youth with lasting impacts on students, families, and entire communities— plus the employer's work and workforce.

When addressing a high school student's capacity to work, the truth is students want to learn and generally rise to expectations when there are clear, concise and realistic goals set. For too long, Rhode Island along with the rest of the nation has seen a growing skills gap, with business leaders expressing growing concerns with the lack of in-demand talent. This problem is especially of concern in fields of science, technology, engineering, manufacturing and trade skills. While much of the skills gaps seen today is in part due to our educational systems not meeting the demand of our employers, there are other factors often overlooked. One factor which PrepareRI seeks to address is creating work-based learning opportunities for youth. Prior to the turn of the 21st century, most teens held part-time jobs while in high school. Economic downturns have led to cuts in the total number of available jobs, and older workers are waiting to retire or are returning to the workforce, leaving few jobs open to young people. The decline in the number of young people who are working represents a problem for both high school students and employers. Students have little opportunity to learn about their career options or to develop skills, and employers struggle to create a talent pipeline of young people with the work experience needed to fill vacant positions. The PrepareRI Internship Program seeks to reconnect employers with young talent and help reshape how talent is developed in the State.

EMPLOYER PREPARATION FOR STUDENT INTERNS

Developing job descriptions: Job descriptions are needed to ensure that both students and employers have clear expectations for internships and other work-based learning placements. Skills RI can help employers develop descriptions appropriate for high school students. Job descriptions should include structured workplace tasks and activities. Skills RI can assist

employers in identifying appropriate workplace activities for high school students. Structured activities are useful in ensuring that the time students spend in the workplace is of benefit to both them and the employer. Structured activities create shared expectations and clear outcomes and can reduce the time required to supervise high school students.

Recruiting and preparing students for placement: Skills RI will work with Rhode Island public schools to recruit and screen prospective student interns. Employers will have an opportunity, if they so choose, to interview students as part of the intern matching process. Employers will have the opportunity to meet with students in March – May, 2019.

Onboarding students: Employers should develop an orientation to the workplace and collect paperwork required by employers. The onboarding process may begin as soon as a student is matched with an employer. As part of the onboarding process, students may have to complete background checks. Skills RI will work with employers to get students to complete any required onboarding forms. Employers should share any online onboarding portal instructions and required forms with Skills RI ahead of time to ensure that students can complete before the start date. Federal and State law reinforces the practice of following an employer’s regular onboarding process and therefore student will be subject to any required background checks.

Worksite Supervisor: Employers should identify a supervisor who will help teach, train and mentor the student. The supervisors will be a support person who can answer the intern’s questions, assign projects and tasks and offer regular feedback along the way.

Contracting with SkillsRI: Employers may be require to contract with SkillsRI to serve as an talent sourcing vendor in order to place student interns as “contract employees”. If this is required, Skills RI strongly suggests this process of onboarding and contracting begin in January 2019.

WORKSITE ORIENTATION

It is critical that a student intern be oriented to the worksite. Worksite orientations should have established goals and objectives, and clarify these goals and objectives before the intern begins working. Some interns need more guidance than others, and many factors must be considered. Consider the intern’s cultural background, disabilities, learning style and experience. Evaluate his or her level of maturity and confidence. Is the intern a critical thinker or a creative problem-solver?

Plan to include the following in your orientation:

- **Information about the organization.** Provide an overall view of your company and department. Review any collateral materials important for them to understand the big picture of your company. If available, include an organizational chart that explains various roles and responsibilities of employees.

- **Structure.** Interns might not be familiar with formal workplace procedures (e.g., attendance policies, break times, days off). Clarify relevant policies and procedures to interns on their first day.
- **Introductions.** Take time in the beginning of the internship to introduce the intern to the staff in your department. Allow more time for conversation with those employees likely to interact with the intern on a regular basis. Some interns, based on personality or culture, may be reluctant to seek out co-workers on their own. By making a special effort to encourage those contacts early on, interns will feel more comfortable asking for advice or support later.
- **Workplace hazards:** Be sure to review any workplace hazards and/or safety requirements for the student interns to perform their job safely. Should this pose as a possible problem, notify Skills RI.
- **Complete paperwork:** As part of the student intern onboarding process, interns must complete paperwork relevant to your company. Review and ensure all paperwork is complete and on hand (i.e. consent forms, medical information, waivers for hazardous workplaces).

SUPERVISING STUDENT INTERNS

Ongoing supervision of the student intern is key to the success of the internship. This is especially true for students without extensive work experience. Acknowledging and identifying the different expectations between the workplace and school can help interns successfully transition to the world of work.

An effective method of intern supervision is to have a set time (weekly is recommended) to meet with the intern to review progress on projects, checking-in, and provide feedback. Some supervisors do this over lunch; others choose a more formal setting.

An intern must have a designated site supervisor responsible for providing orientation and supervision. This should be someone who will be available to the student on a regular basis, and who possesses expertise in the area in which the intern will work. Even if the intern will rotate through various departments to gain broad-based experience, there still should be a designated supervisor who oversees the internship as a whole.

When choosing a supervisor, it is important to choose someone interested in working with high school students, has the time to invest in the internship, and possesses qualities such as leadership, strong communication skills, and patience. The supervisor serves as a teacher, mentor, critic, and boss.

The supervisor will oversee and assign the student intern's work. Supervisors will need to monitor the intern's time and submit an intern evaluation form provided by the intern's college for those

receiving academic credit. The intern supervisor will also provide the student with a letter of recommendation.

Key components to supervising an intern include:

- Ensure student is fully oriented to the agency, staff, policies and procedures.
- Provide resources, equipment, and facilities that support work objectives/goals.
- Ensure intern is working as agreed to in the intern’s Internship Placement Agreement.
- Provide necessary training, one hour of weekly supervision and routine feedback on performance and expectations.
- Reinforce work readiness skills. These may include punctuality, appropriate workplace attire, work ethic, communication skills, and problem solving.
- Monitor and approve weekly hours worked toward the required number of hours for the internship as agreed to in the Internship Placement Agreement.
- Communicate with Skills RI on the progress of the student intern.
- Report immediately to Skills RI any student intern problem that develops (i.e. unexcused absences, lack of professionalism, failure to perform).
- Evaluate student intern at the conclusion of the internship.

INTERNSHIP PROGRAM STRUCTURE

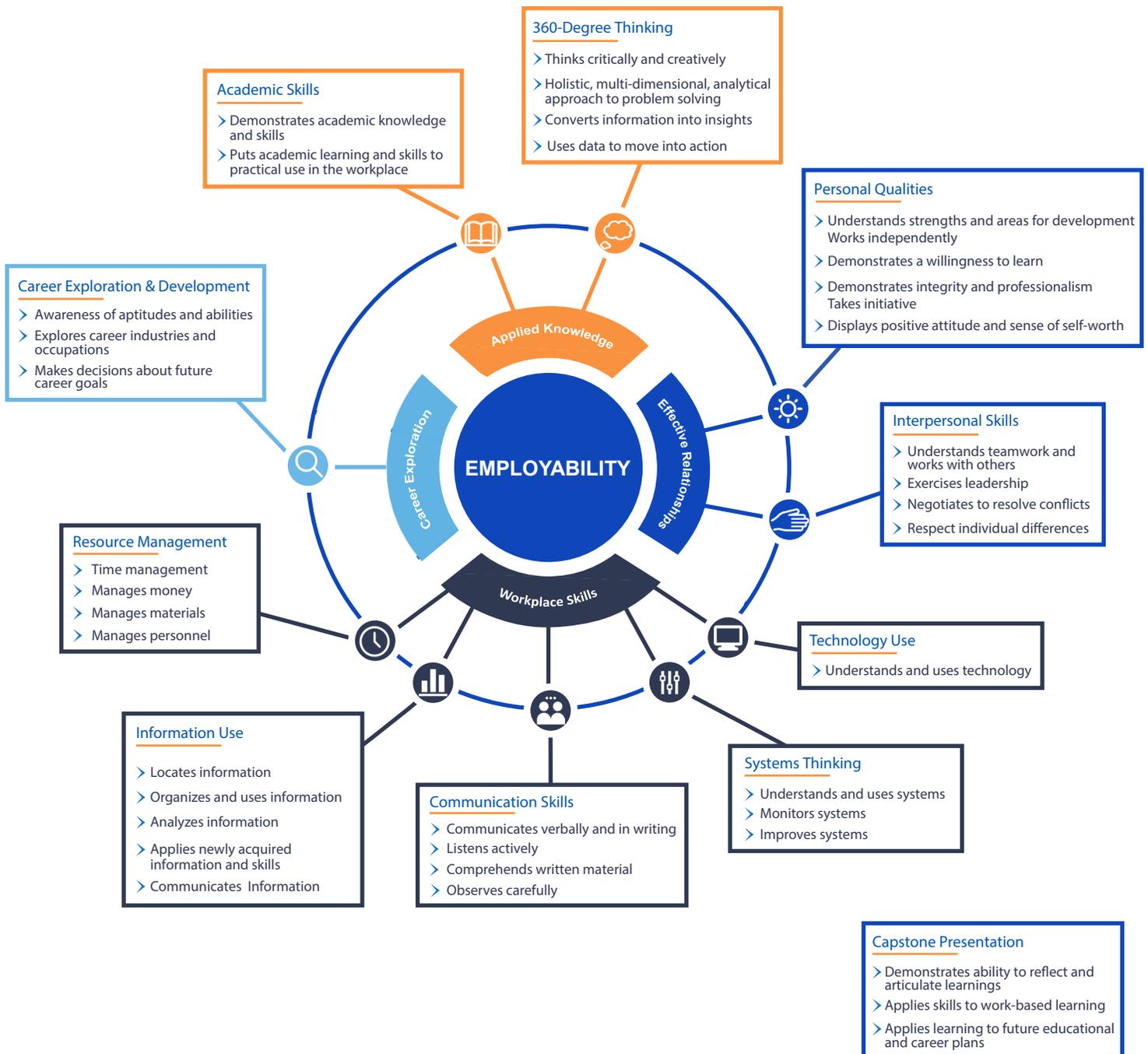
The structure of the PrepareRI Internship experience combines a week-long work readiness “boot camp” and worksite experiences. Student interns will spend the week of June 24 – 28, 2019 in a classroom learning about workplace expectations and program rules. The work readiness boot camp will be delivered by Skills RI in partnership with Rhode Island College. Students may earn up to 4 college credits for their participation in the PrepareRI Internship Program.

An Internship Placement Agreement needs to be developed for each student intern. The work-based learning plan will include the responsibilities of the worksite supervisor, student intern, student parent/guardian and Skills RI. The plan needs to clearly articulate a specific student intern job description and accountability measures for supervising said intern.

Content for the work readiness boot camp relates to competencies needed for success in the internship experience. SkillsRI has designed an “employability framework” which sets the expectations for student learning. This framework was built from nationally research best practices and Rhode Island based employer focus groups. SkillsRI encourages our employer partners to refer to this framework when providing guidance and supervision of student in their respective placements.

PrepareRI Internship Framework

As students' progress through the PrepareRI internship they learn about and apply foundational skills to be college and career ready, including academic knowledge, technical expertise, and a set of general, cross-cutting abilities called "employability skills"



PAID INTERNSHIP POSITIONS

The RI-GWB has funded at least 300 high school juniors to be compensated for their internship experience. If placed in a paid internship position, student interns will earn \$11.25/hour for up to 35 hours/week for their 6 – 8 week internship. Students must complete at least 150 hours and may work up to 240 hours. Besides being compensated, student interns may earn up to 4 college credits issued by Rhode Island College.

UNDERSTANDING WORK-BASED LEARNING

Work-based learning, which is a sequenced and coordinated set of activities through which students gain increasing exposure to the world of work, is a core component of the PrepareRI framework. Work-based learning addresses a shared goal of educators and employers: preparing students with the knowledge and skills, including both technical and 21st-century skills, needed for productive careers. In addition, students who participate in work-based learning deepen their understanding of both specific career options and of the world of work.

For additional information on work-based learning, please visit the RI-GWB website for guidance: www.gwb.ri.gov/policy-and-planning.

STATE-WIDE CAREER INTERMEDIARY

The RI-GWB has contracted with Skills RI to serve as the state-wide career intermediary. Skills RI will:

- Serve as the employer of record and assumes liability and payroll management of all student interns.
- Vet, assess, and match student interns to employer demand and schedule employer interviews with students.
- Complete and collect paperwork for all student interns, including parental consent forms, for student onboarding with employer.
- Act as a single point of contact for employers who will manage the student intern placed in your company.
- Provide on-going support to the employer/worksite supervisors on establishing a high school internship program and creating a supervisory group to help support those managing interns.
- Responsible for mitigating any problems that may arise, including terminating a student intern for cause.
- Form an employer advisory group to inform how to best implement, integrate and evaluate the Prepare RI Internship Program beyond year one.
- Prepare students on soft skills and workplace expectations.

CHILD LABOR LAWS

Federal laws pertaining to youth employment generally fall under the U.S. Department of Labor's Wage and Hour Division, which enforces the Fair Labor Standards Act (FLSA). The FLSA outlines federally mandated provisions for wages and overtime pay, hours worked, record keeping, and child labor. The FLSA places relatively few restrictions on access to and activities within workplaces for 16- and 17-year-olds, the age of the high school students pursuing a PrepareRI Internship.

The chief restriction on youth employment in the FLSA is a list of 17 hazardous occupations in which youth under 18 are generally not permitted to engage. This means that under the FLSA child labor rules, with the exception of certain hazardous jobs, you may work for any number of hours, at any time of day, and in any occupation. The occupations that the Secretary of Labor has found to be too dangerous, or detrimental to the health or welfare of youth younger than 18, are listed on the next page.

There are some "exemptions" for apprentices and student-learners that might let you work in these hazardous conditions under close supervision, if certain conditions are met. These exemptions will be explained later. However, there is no parental exemption with respect to these hazardous jobs. If the business you work for is covered by the FLSA, you may not be employed in these jobs, even if employed by your parents.

FLSA Section 13(c)(7) creates a limited exemption from the youth employment provisions for certain minors 14 through 17 years of age who are excused from compulsory school attendance beyond the eighth grade. This exemption allows eligible youth to be employed inside and outside of businesses that use machinery to process wood products (such as sawmills, furniture manufacturers, garden shed and gazebo manufacturers, cabinet makers and pallet shops) with some restrictions, but does not allow them to operate or help to operate power-driven woodworking machinery.

Below is a list of the 17 FLSA Hazardous Occupations:

1. Manufacturing and storing of explosives
2. Driving a motor vehicle or being an outside helper on a motor vehicle
3. Coal mining
4. Forest firefighting and fire prevention, timber tract management, forestry services, logging, and saw mill occupations
5. Power-driven woodworking machines
6. Exposure to radioactive substances
7. Power-driven hoisting apparatus
8. Power-driven metal forming, punching, and shearing machines

9. Mining, other than coal mining
10. Meat and poultry packing or processing, including the use of power-driven meat slicing machines
11. Power-driven bakery machines
12. Balers, compactors, and paper products machines
13. Manufacturing brick, tile, and related products
14. Power-driven circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers, and abrasive cutting discs
15. Wrecking, demolition, and shipbreaking operations
16. Roofing operations and all work on or about a roof
17. Excavation

RHODE ISLAND CHILD LABOR LAWS FAST FACTS

If you are 16 or 17 years old, you may NOT be employed:

- More than 48 hours per week.
- More than nine hours a day.
- Before 6 am or after 11:30 pm (1:30 am if no school the next day)
- Without an 8-hour respite between the end of a shift on one day and the start of work the next day.
- EXCEPTION – There are no hour limitations during school vacations. In addition, there are neither hour limitations nor curfew for those 16 and 17 year olds who have left school.

INSURANCE AND LIABILITY

Liability concerns and employers' insurance policies are a more likely source of barriers to workplace access for students under 18 than are federal and state regulations. To help remove this as a barrier to hosting high school interns, the RI-GWB has contracted with Skills RI to serve as the state-wide career intermediary. Skills RI will serve as the employer of record for all high school interns placed in the PrepareRI Internship Program and will assume the worker's compensation and general liability of the students. Skills RI can provide an insurance endorsement certificate for your records.

While Skills RI will be the employer of record and assume the liability of student interns, it is generally recommended that employers review the process of hosting interns with the human resources and legal departments.

TIMELINE OF PROGRAM ACTIVITIES

September – April 2019

- Official onboarding of employer partners
- Finalize intern job descriptions

December 3-February 1, 2019

- Application Process

February 2019

- Review student applications
- Skills RI vets, assesses and matches student interns to employers' needs
- Host mandatory student orientation

March 2019

- Host group interviews
- Finalize student matches

March-April 2019

- Conduct employer-student interviews
- Begin background checks for student onboarding process with employers

May 2019

- All intern-employer matches confirmed by May 31st
- Finalize onboarding of student interns with employers
- Students final selection will be made by May 31st

June 2019

- Student work readiness boot camp training June 24 – 28, 2019

July - August 2019

- Internships begin July 1, 2019 and end August 23, 2019
- Student graduation and employer celebration, August 23, 2019
- Student evaluations completed
- Employer survey conducted
- Plans for year-round touch points mapped out

WHAT STUDENTS & PARENTS NEED TO KNOW

WHAT IS AN INTERNSHIP?

Internships are work-based activities in which students engage in learning through practical and relevant experiences at various employment sites. Internships are structured experiences, much like having a job, which allow students to apply what they learn in school to a real-life work experience. Internships are intended to link school learning to career exploration and provide a safe space for students to explore their interests and test their academic strengths.

BENEFITS AND ADVANTAGES OF INTERNSHIPS

- Students receive supervision, guidance and feedback during the entire internship period.
- Students get to explore career choices and understand workplace demands and expectations.
- Students will be paid and/or may earn up to 4 college credits.
- Job experiences are supplemented with technical information and encounters that cannot be replicated in the classroom.
- Students can test their skills and competencies in an actual job situation.
- Students will establish desirable work habits, attitudes, and communication skills while developing a personal work ethic.
- Students will build confidence and realize personal success, which may motivate interest in other school subjects and activities.
- Students will have the ability to develop a post-high school plan for college and career.
- Students get to learn through experience that cannot be taught within the traditional classroom environment.
- Work experiences can be applied to classroom-learning, making learning more relevant.
- Students may gain employment at the internship site upon graduation.
- Students will gain an understanding of how a business/professional organization operates.

INTERNSHIP REQUIREMENTS

To be eligible for the PrepareRI Internship Program, student must be entering their senior year (12th grade) for the 2019-2020 school year. Students must be at least 16 years of age and be eligible to work in the United States. Student must attend a Rhode Island public school.

Students must commit to at least 150 hours of work between July 1, 2019 – August 23, 2019 and complete a 40-hour work-readiness boot camp on June 24 – 29, 2019.

There is no GPA requirement or attendance requirement. Students must attend one of the Rhode Island Public Schools listed below:

360 High School	Mount Pleasant High School
Academy for Career Exploration (ACES)	Mt. Hope High School
Barrington High School	Narragansett High School
Beacon Charter School	NEL/CPS Construction Career Academy
Blackstone Academy Charter School	Newport Area Career and Technical Center
Blackstone Valley Prep High School	North Kingstown Senior High School
Block Island School	North Providence High School
Burrillville High School	North Smithfield High School
Central Falls Senior High School	Nowell Leadership Academy
Central High School	Paul Cuffee Upper School
Charette Charter School	Pilgrim High School
Chariho Area Career and Technical Center	Ponaganset High School
Chariho Regional High School	Portsmouth High School
Charles E. Shea High School	Providence Career and Technical Academy
Classical High School	Rhode Island School for the Deaf
Coventry Career and Tech Regional Center	RI Nurses Institute Middle College
Coventry High School	Rogers High School
Cranston Area Career Technical Center	Scituate High School
Cranston High School East	Smithfield Senior High School
Cranston High School West	South Kingstown High School
Cumberland High School	The Greene School
DCYF Alternative Education Program	The MET School - Newport
Dr. Jorge Alvarez High School	The MET School - Providence
East Greenwich High School	The R.Y.S.E. School
East Providence Area Career & Technical Center	Times2 Academy
East Providence High School	Tiverton High School
E-Cubed Academy	Toll Gate High School
Evolutions High School	Trinity Academy for the Performing Arts
Exeter-West Greenwich Regional High School	Village Green Virtual Charter School
Highlander Secondary School	Warwick Area Career and Technical Center
Hope High School	West Warwick Senior High School
Jacqueline M. Walsh School for the Performing Arts	Westerly High School
Johnston Senior High School	William E. Tolman Senior High School
Juanita Sanchez High School	William M. Davies Jr. Career-Technical High School
Lincoln Senior High School	Woonsocket Area Career and Technical Center
Middletown High School	Woonsocket High School

APPLICATION PROCESS

Students must complete an internship application available on the **PrepareRI website:** www.prepare-ri.org/internships or on **Skills RI's website:** www.skillsforri.com/prepare-ri-internship-program. Applications are due no later than **February 1, 2019 at 11:59 p.m.** Late or incomplete applications will not be accepted.

Students are encouraged to familiarize themselves prior to beginning the application process. The application includes career interest questions, essay questions and transportation plan to/from the worksite and other required meetings. Students are also required to obtain parental/guardian permission prior to applying and need attest to such on their application.

Once a student applies, a notification will be sent out to schedule time to attend a MANDATORY student-parent/guardian orientation session. During this orientation session, students and parents/guardians will have to complete additional paperwork to become eligible for a PrepareRI Internship slot.

INTERN SELECTION PROCESS

The PrepareRI Internship Program is highly competitive and will be limited to 300 paid student interns during the summer 2019. Skills RI anticipates at least 1,200 students will apply to the program of which only 300 will be selected as a paid interns.

As part of the selection process, all student applications will be reviewed for accuracy and motivation to participate in the PrepareRI Internship Program. Skills RI will be overseeing the process of evaluating student interns and will be conducting interviews with students much like a regular job interview.

Students should be prepared to answer questions, demonstrate a maturity level to work, follow directions, complete paperwork and follow through on all of the program requirements. To help with preparing for your interview, Skills RI included some tip sheets in the appendix section.

During the selection process, students may also interview with prospective workplace employers. Interviews may be conducted individually or in a group setting. The student interview process will run from February, 2019 – March, 2018. Interviews will be conducted after school hours or on the weekend to accommodate student schedules.

Once a student has been selected as a prospective intern, the student will need to attend mandatory work-readiness boot camp as the final step to securing an internship placement.

TRANSPORTATION

Students will need to demonstrate a viable plan for transportation to/from the required training and the worksite placement. Transportation plans will be reviewed with students' parents/guardians and a signed agreement will be executed. It is important to know Skills RI will not provide transportation for students. Skills RI may arrange for bus passes for students. Issuing of bus passes will be handled on a case-by-case basis.

REQUIRED ORIENTATION AND WORK-READINESS BOOT CAMP

As part of being a PrepareRI Intern, students will be required to attend a student-parent/guardian orientation session to complete additional paperwork required to onboard students as an employee of Skills RI. Failure to complete the required paperwork will result in a student being eliminated from the program. Please see the appendix section of this manual for the required forms to be completed by the student and parent/guardian.

In addition to the required orientation sessions, students will be required to attend a 40-hour work-readiness boot camp during the week of June 24 – 28, 2019. If a student is still in school during this week, Skills RI will work with the student's parent/guardian and their respective school to see if release time can be granted. Since the work-readiness boot camp is a rigorous educational activity attached to college credits, Skills RI is confident arrangements with high schools will be made.

If a student is selected for the work-readiness boot camp, that does not guarantee an internship placement. The work-readiness boot camp is part of the student training to ensure the student is prepared to meet the rigors and expectations of a "real job". Failure to complete or satisfy the requirements of the work-readiness boot camp will result in a student's elimination from the Prepare RI Internship Program.

Content for the work-readiness boot camp will relate to competencies needed for success in the internship experience. Some sample topics are:

- Employability skills (goal setting, communications, critical thinking, problem solving, ethics, teamwork, etc.)
- Protocol in using technology at the worksite (cell phones, email and other technology)
- Confidentiality
- Diversity in the workplace
- Resolving worksite conflict

DATES AND HOURS OF INTERNSHIP PROGRAM

Student interns will have to work for 6 – 8 weeks during the months of July – August 2019 and commit to work at least 25 hours/week and no more than 35 hours/week. Students must commit to at least 150 hours or work over a 6-8 week period. Student work schedules will vary based on the worksite. Allowed work hours will be limited to the hours of 6:00 a.m. – 9:00 p.m. Most schedules will follow a typical work day (8:30 a.m. – 5:30 p.m.), however, worksites reserve the right to customize schedules based on the internship supervisor’s availability.

Students will also be required to attend a student-parent/guardian orientation session in February – March 2019 and attend the work-readiness boot camp during the week of June 24 – 28, 2018 between the hours of 8:30 a.m. – 5:30 p.m.

PAID INTERNSHIP POSITIONS

The RI-GWB has funded at least 300 rising high school seniors to be compensated for their work site experience. Student interns will earn \$11.25/hour for up to 35 hours/week for their 6 – 8 week internship. Besides being compensated, student interns may earn up to 4 college credits.

UNDERSTANDING YOUR RIGHT AS AN INTERN

- By law, your employer must make the place where you work safe and healthy.
- Your employer must give protective gear (like safety glasses, earplugs, and gloves) at no cost to you, if you need them.
- Be provided with a job description outlining the duties and expectations of your internship, in words you can understand.
- Work without being harassed or being treated poorly because of your race, skin color, religion, sex, pregnancy, national origin, disability or genetic information.
- Accommodations to your workspace for religious beliefs or a medical condition.
- Help someone investigating or inspecting your workplace for possible violations of workplace safety, child labor, or wage laws, or laws that ban job discrimination and harassment. You cannot be mistreated or fired for giving this kind of help.
- Provided with reasonable accommodation if you have a documented disability.
- Earn at least the federal minimum wage and/or earn college credits for your work experience.
- Talk to someone—a parent, coworker, Skills RI—if you are asked to do dangerous work or tasks that make you uncomfortable. Report hazards to a trusted adult, your supervisor, or to a federal or state agency.
- You may have more workplace rights under other federal, state, or local laws or under your company’s own rules.

WORK I CANNOT PERFORM AS AN INTERN (if under age of 18 or do not have a waiver)

- Drive anything with a motor on public streets as part of the job (17-year-olds may drive, but only for a few reasons that the law allows).
- Drive, ride on, repair, or work from a forklift, Bobcat, backhoe, or other powered machinery.
- Drive, ride on, repair, or work from powered hoists such as cherry pickers (16- or 17-year-olds can assist in operating patient-lifting devices when properly trained and supervised).
- Use power tools and machinery like a circular saw, chain saw, wood chipper, box crusher, paper baler, meat slicer, and most bakery machines.
- Work in wrecking, demolition, excavation, or roofing.
- Work in mining, logging, a sawmill, forestry services, or forest firefighting.
- Work in meat and poultry plants that slaughter, package, or process meat.
- Work where you can be exposed to radiation.
- Work where explosives are produced or stored.

IMPORTANT NOTICE TO ALL INTERNS

Remember, you have a right to speak up about possible violations of workplace safety, child labor and wage laws, and laws that ban job discrimination and harassment! You cannot be punished for reporting these problems!

WHAT SCHOOLS NEED TO KNOW

Educators have long known that when students participate in work-based learning programs such as PrepareRI, schools can expect improvements in overall academic achievement, student motivation, school attendance, and graduation rate. In this chapter, schools will find helpful information about schools play a critical role in preparing students for a work-based learning opportunity through the PrepareRI Internship Program.

PARTNERSHIP WITH SCHOOLS

Skills RI recognizes schools play a critical role in developing our students and have front line access to educating student about resource and services that enhance their learning experiences. In the spirit of collaboration and in recognizing the value of our schools role in shaping the lives of our youth, Skills RI will partner with every public school district to ensure every Rhode Island public school student has access to the PrepareRI Internship Program.

Skills RI will serve as the intermediary connecting schools with employers when developing work-based learning internship opportunities. Skills RI will have a designated single point of contact for schools. For the 2018-2019 school year, Skills RI has designated Jenny Pichardo as the single-point of contact for schools. Please see contact information below:

Skills RI Single Point of Contact

Jenny Pichardo, Senior Project Manager

Skills for Rhode Island's Future
PrepareRI Internship Program

Direct Phone Line: **401-680-5978**

Email: jpichardo@skillsforri.com

Agency Phone: **401-680-5960**

Skills RI requests that each school district and any school within that district accessing PrepareRI service identify a single point of contact to streamline communications with schools. Once a district has identified their single point of contact, we request you please share this information with Jenny

Pichardo. Skills RI understands that schools are staffed differently, The designated contact play a key role in ensuring all students will have access to services and resources available to them (i.e. Principal, Assistant Principal, Career Coordinator, Guidance Counselor).

INCLUSIVE, STATEWIDE AVAILABILITY

PrepareRI Internship Program is available to all of Rhode Island’s public high schools – comprehensive high schools, career-technical high schools and public charters. Our target populations for the PrepareRI Internship Program is rising high school senior (current juniors). Skills RI has internship opportunities for all student learners including special education and English Language Learners. Skills RI does not require students to maintain a certain GPA or attendance record.

Skills RI recognizes students may require additional assistances in preparing for a work-based learning internship and our team members are available to work with school districts on running work-readiness workshops. Skills RI believes the better prepared students are and have a clear understanding of the program expectations, the higher chances of overall success.

For students who may require additional supports (i.e. translations services, TDD/TTY, adaptive equipment), please notify Skills RI so arrangements can be made.

RECRUITING STUDENTS FOR PREPARERI INTERNSHIP PROGRAM

Skills RI is looking to place 300 rising public high school seniors into paid summer work-based learning internships. To achieve this goal, Skills RI plans to recruit 1200+ students for the program. Skills RI is looking for any current high school junior motivated to learn by an immersive work-based learning experience. It is critical for students to know the process of applying to the program is done in multiple stages and students must persist through the process.

In 2018, the biggest reasons students were not selected were:

- Scheduling conflicts
- Incomplete applications
- Secured other summer employment
- Summer schools or other schools sanctioned events
- Did not attend mandatory orientation session
- Did not attend interview session
- No follow through after applying

Admission into the program is competitive, but not exclusive. Based on our funding and priority of the Skills RI Board of Directors, Skills RI has a set aside for students applying from “priority schools”. Priority schools are determined by Title I status and other high need community/social determinants. In 2018, 64% of students placed in the PrepareRI Internship Program came from a priority school.

SUPPORTING STUDENTS DURING THE APPLICATION PROCESS

The PrepareRI Internship Program application process is multi-staged. Please see stages below:

STAGE 1: APPLY

- December 1, 2018 – February 3, 2019. Online Application Period
 - Student must apply online, please see sample application in the appendix sections of the manual.
 - Late or incomplete application will not be accepted.
 - Students will receive an email confirming application submission.
 - Application will be reviewed on a rolling basis.
 - Translation services including TDD/TTY are available, please contact Skills RI.
 - Student may start and save the application as long as application is submitted by 11:59 pm on February 3, 2019.
- February 6 – February 17, 2019. All applications reviewed and scored based on completeness and articulation for wanting to participate in the PrepareRI Internship Program.

Helpful Tips Stage 1:

- ☑ Read through sample application.
- ☑ Make sure students use personal email when applying. Some school emails have firewalls blocking mass communication or auto emails from Skills RI.
- ☑ Have students apply early. Late or incomplete applications will not be accepted.
- ☑ Set up recruiting events for students to learn about the program. Skills RI will come to your schools to help recruit.
- ☑ Use marketing materials provided by Skills RI to get the word out about the program.

STAGE 2: ORIENTATION SESSIONS

- February 6 – March 31, 2019. Mandatory student and parent/guardian orientation sessions held. Dates will be sent to students once application has been completed

Helpful Tips Stage 1:

- ☑ Instruct students to check their email. Skills RI will largely communicate with students via email and/or text message if a cell phone number is provided.
- ☑ Share the mandatory orientations dates with students. Skills RI will work with schools to schedule orientation sessions in your schools.
- ☑ Tell students Skills RI will make accommodations for parent/guardian schedules if they cannot attend one of the scheduled events.
- ☑ Let students know if they do not attend an orientation session, they will not move forward in the application process.

STAGE 3: SKILLS RI INTERVIEWS

- March 1 – March 29, 2019. All students who complete Stage 1 & 2 will be invited to attend a Skills RI Interview sessions. Skills RI will work with schools to hold these interview sessions at schools, however, if schedules do not permit, Skills RI will hold group interview sessions at different times. Skills RI will share a calendar of interview session dates with schools.

Helpful Tips Stage 3:

- ☑ Instruct students to check their email. Skills RI will largely communicate with students via email and/or text message if a cell phone number is provided.
- ☑ Work with Skills RI to schedule interviews at schools. These will be group interviews designed to help students prepare for interviews with employers.
- ☑ Review tip sheets with students on how to prepare for an interview, write a resume and other critical employability skills.

STAGE 4: EMPLOYER MATCHING & INTERVIEWS

- March 15 – April 30, 2019. Some, not all, employer partners will interview students as part of the selection process. This interview will take place during non-school hours and scheduled will be determined by the employers. Students may have group or individual interview sessions. Skills RI will work directly with students on scheduling employer interviews.

Helpful Tips Stage 4:

- ☑ Instruct students to check their email for interview schedules. Skills RI will largely communicate with students via email and/or text message if a cell phone number is provided.
- ☑ Help student practice interview skills.
- ☑ Make sure student brings a resume and dress appropriately.
- ☑ Prepare students for rejection of placement. Not all students will be placed. We view rejection as an important learning lesson in this process.
- ☑ Treat this process as if a student was applying for a regular job – same rules apply!

STAGE 5: WORK-READINESS BOOT CAMP

- June 24 – 28, 2019. Skills RI has a mandatory work-readiness boot camp that serves as our final preparation for ensuring students are ready to enter the workplace. This boot camp is designed to help students succeed in their summer internships and career beyond school. Students will understand the expectations placed on them, learn about

their strengths and build goals for their internship placements.

While all students should know their tentative internship placements by this stage, Skills RI uses the work-readiness boot camp as the final stage of the application process before a student is guaranteed placement. Please note, Skills RI reserves the right to revoke the placement of a student for non-compliance with this boot camp. Skills RI defines non-compliance as:

- Not attending scheduled boot camp
- Showing up late or leaving early
- Disengaged in the boot camp learning
- Demonstrates lack of motivation to work
- Failure to complete all required employment forms
- Unprofessional or concerning behavior

Helpful Tips Stage 5:

- ☑ Stress the importance of learning about workplace expectations.
- ☑ Confirm students do not have a conflict with the boot camp schedule.
- ☑ Collectively, our job is to remove barriers for students so they can take advantage of such opportunities. Talk with Skills RI if you need help in problem solving for barriers to accessing the PrepareRI Internship Program.
- ☑ Boot camp will be held at Rhode Island College. Please talk with students about setting up transportation plans.

STAGE 6: FINAL PLACEMENT & WORK SCHEDULE

- June 24 – 28, 2019. During the week of boot camp, student will have their final schedules and employment paperwork confirmed.

Helpful Tips Stage 6:

- ☑ Remind students internship placements are not guaranteed until after completions of the boot camp.
- ☑ Encourage students to open up a bank account to deposit their paychecks.

HOW APPLICATIONS ARE REVIEWED

The staff at Skills RI reviews all applications, ensures that both students and parents attend a mandatory orientation. Initially, student applications are evaluated for completeness, accuracy, and clear explanation for why the student should be selected to participate in the Program.

At the second stage, completed applications are matched with potential employer partners and referred for interviews. Prior to the interviews, school coordinators and Skills RI work together to ensure that students are prepared for their individual interviews.

PREPARING STUDENTS FOR INTERVIEWS

Attached to this manual, we are providing recommendations to review with students as we schedule employer interviews. Here are some ways career coordinators can help students prepare:

- Assist students in developing a resume, by reviewing attached “Sample Resume” and “Resume Writing Worksheet”
- Assist students in preparing for an interview, by reviewing attached “Successful Interview Tips” and “Job Interview Questions”
- Assist students in researching company(s)
- Teach importance of soft skills (i.e. show up on time, communicate clearly)
- Help student prepare a list of questions for Skills RI and/or employers and bring to interview sessions
- Expose student to different career paths and make connections on how an internship will help them on their career plans

COORDINATION WITH SKILLS RI

Skills RI recognizes coordination with schools is an integral part of recruiting and communicating with students. To help facilitate areas of coordination, Skills RI has identified these activities for schools to engage in the PrepareRI Internship Program:

- Recruit student for the PrepareRI Internship Program. Skills RI will provide marketing materials for schools to post and distribute.
- Schedule orientation sessions for students and parents/guardians
- Schedule student interviews with Skills RI
- Recommend employers to host interns
- Promote PrepareRI on school social media platforms
- Identified accommodations needed for students

DATA SHARING WITH SKILLS RI

For schools wanting to provide or share data with Skills RI on student enrollment and other relevant information regarding the PrepareRI Internship Program, school will need to initiate a data sharing agreement. Skills RI has drafted a memorandum of agreement (MOA) outlining the terms of the data sharing arrangement.

Once a data sharing agreement has been executed, Skills RI will provide periodic updates to the identified school contact (single-point of contact) identified in the MOA.

SCHOOL TOOLKIT

Skills RI understands schools are the place where students seek guidance, information and resources. We want school personnel to stand ready to answer questions from both parents and students. To provide information to schools, Skills RI developed a toolkit that is available online on the PrepareRI website (www.prepare-ri.org/internships-schools) or by calling the Skills RI office at 401-680-5960.

REQUIRED PROGRAM FORMS

In the appendix section of this manual, you will find the forms required for a student to be considered for the PrepareRI Internship Program. It is critical for employer partners, students and parents/guardians to understand the importance of these forms. For your benefit, Skills RI has scheduled mandatory orientation sessions where all of the below forms will be reviewed. Prior to any student being considered for an internship slot, any “consent form” marked with a “★” will need to be signed in front of a Skills RI staff members. Copies of these forms will be shared with prospective worksite supervisors.

- **Parental/Guardian Consent Form ★:** This form is required to provide consent for a student to participate in the PrepareRI Internship Program. This form covers a wide-range of areas for consent including:
 - Consent to Participate in PrepareRI Internship Program
 - Consent to Travel to/from Internship Site
 - Vehicle Verification (if student is driving self)
 - Consent for Photo/Video Release
 - Consent to Proceed with Background Checks as Required by Employers
 - Consent for Travel for Internship Related Work (with internship supervisor/worksite staff)
 - Consent for Data Sharing (with employer partners, program funders and program partners)
- **Assumption of Risk and Release Form ★:** This form is an agreement between the parties of the student intern, the student intern’s parent/guardian, Skills RI (intermediary), RI Governor’s Workforce Board (funder), Rhode Island Department of Education (program partner) and Employer Partner (internship worksites). The student intern and their parent/guardian waives or releases any claims made against any of the parties to this contract as listed above.
- **Hazardous Occupation Exemption Form ★:** Applicable to any student working in the trades field and/or with an employer partner where hazardous conditions have been identified. Please note, this form will not apply to all PrepareRI interns.
- **Student Intern Confidentiality Agreement ★:** Interns will be working at an employer worksite and as such could be introduced to sensitive business information. It is critical that student

interns maintain confidentiality about any information that is trusted to them.

- **Student Intern Medical Authorization Form★:** In the event of a medical emergency, this form allows Skills for Rhode Island' Future and the employer partner/worksite supervisor to initiate medical services.
- **Student Intern Code of Conduct Form★:** This form outlines the expected conduct of an intern during the PrepareRI Internship Program and during their time at their respective worksites. Failure to comply with these expectations may result in termination from the PrepareRI Internship Program.
- **Student Intern Placement Agreement:** Once a student has been officially accepted into the PrepareRI Internship Program and has been invited to attend the work-readiness boot camp, interns will be required to complete a placement agreement form, which will indicate the actual worksite, job title, work schedule and supervisor details. Parents will also need to sign off of this form once finalized in June 2019.
- **Weekly Time Sheet Sample:** Interns will be required to submit weekly timesheets electronically through our online system. Interns and site supervisors will need to sign off on weekly timesheets. Failure to submit timesheets in a timely manner may result in a delayed paycheck. Any intern caught falsifying a timesheet will be immediately terminated from the PrepareRI Internship Program.
- **Schedule of Intern Pay:** Interns will be paid weekly starting the week of July 1, 2019. Please note, interns will not receive a paycheck during their first week of their internships, please refer to this schedule for anticipated pay dates.
- **Worksite Orientation Checklist:** Interns will have an orientation to their respective worksites. This checklist serves as a guide for what students can expect during their worksite orientation.
- **Safety Training Log:** As part of the worksite orientation, interns may also receive specific safety training. This log serves as a record of any required safety trainings. Please note not all internship placements may require this form to be completed.
- **Sample Intern Self-Evaluation Form:** As part of the PrepareRI Internship Program, interns will need to complete a self-evaluation for their performance at their worksite. This form mirrors the worksite supervisor evaluation of the intern and the tool is meant to generate a dialogue about the overall performance of an intern.
- **Sample Intern Evaluation Form by Worksite Supervisor:** As part of the PrepareRI Internship Program, interns will be evaluated by their respective site supervisors. This form mirrors the student intern self-evaluation and the tool is meant to generate a dialogue about the overall performance of an intern.

- **Intern Disciplinary Form:** If a student intern has challenges at the worksite, the intern may receive a disciplinary action. This form will document the disciplinary action and will be completed by Skills RI, the employer of record.
- **Intern Termination Notice:** If a student intern needs to be terminated from their respective worksite of the PrepareRI Internship Program, the intern will receive a termination notice. This form will document the reason for the termination. This form will be completed by Skills RI, the employer of record.
- **Request for Time Off:** In the event a student needs to request a day off or is out due to illness, this form will need to be completed and signed by the worksite supervisor and turned into Skills RI.
- **Make-Up Time Record:** In the event an intern needs to make up any work days that have been pre-approved and agreed to by the worksite supervisor and Skills RI, the intern will need to complete this form detailing the reason for make-up and actual days/hours worked.

GLOSSARY OF TERMS

Skills for Rhode Island’s Future: Non-profit talent sourcing agency selected as the statewide career intermediary to develop and administer the PrepareRI Internship Program.

Rhode Island Department of Education: State agency in Rhode Island that oversees the elementary and secondary education system from pre-Kindergarten through High School.

Rhode Island Governor’s Workforce Board: State of Rhode Island’s primary policy-making body on workforce development matter.

PrepareRI: Initiative to prepare all Rhode Island youth with the skills they need to be successful and ready to compete for today’s in-demand jobs.

PrepareRI Internship Program: A work-based learning experience for Rhode Island public high school students entering 12th grade.

Work-based Learning: Educational strategies that provide students with real-life work experiences where they can apply academic and technical skills and develop their employability.

Internship: Work-based learning activity in which a student engages in learning through practical and relevant experiences at an employment site.

Intermediary: Agency selected by the Rhode Island Governor’s Workforce Board to develop and administer the PrepareRI Internship Program, to act as a single point of contact for employers and students, and to serve as the employer of record for all student interns.

Employer Partner: Rhode Island companies that have agreed to host and provide work-sites for student interns.

Worksite: Location of the employer where a student will complete his/her internship.

Employer of Record: Employer responsible for all personnel functions, including processing payroll, providing workers’ compensation and liability insurance, and ensuring all employment contracts and paperwork are completed.

Work-Readiness: Skills and competencies required for success in the workplace.

Program Partners: Individuals and organizations working in collaboration to develop and execute the PrepareRI Internship Program.

Funder: Person or organization that provides money for a particular purpose.

REVIEW THE FOLLOWING “TIP SHEETS”

PLEASE NOTE: FOR THIS TOOLKIT THE TIP SHEET HAVE BEEN PULLED OUT AND INCLUDED UNDER ITS OWN SECTION IN THE BINDER

1. Sample Resume
2. Resume Writing Worksheet
3. Successful Interview Tips
4. Job Interview Questions
5. Transferable Skills Checklist
6. Ten In-Demand Soft Skills
7. Items to Bring to Job Interview
8. Things NOT TO DO in a Job Interview
9. Dress for Success

INTENTIONALLY LEFT BLANK
PLEASE SEE NEXT PAGE FOR FORMS



PrepareRI Internship Program Legal Guardian Consent Form

Your child has applied to the PrepareRI Internship Program. This document is intended to grant your child permission to participate in the program and acknowledges consent for specific tasks and activities.

Please fill in the student name in any of the gray highlighted section.

Please initial as part of your consent in each of the yellow highlighted sections. You must check “yes” to provide consent and then initial. Please note, if you do not consent to certain sections of the form, please check the “NO” option and initial.

If you have any questions or require clarification on the any of the areas of consent, please speak with a Skills for Rhode Island’s Future staff member.

Student Name: 	Legal Guardian Name: _____
Address: _____	Address: _____
City: _____ Zip: _____	City: _____ Zip: _____
Date of Birth: _____	Relation to Student: _____
School: _____	Phone: _____

Consent to Participate

As the legal guardian of I grant my permission for my child to participate in the PrepareRI Internship Program and agree to the following:

1. Encourage and support my child in this work-based learning experience.
2. Realize that if he/she does not fulfill the terms of the internship agreement, he/she will be subject to disciplinary action.
3. Notify Skills for Rhode Island’s Future of any problems that arise that might jeopardize his/her completion of the internship.
4. Acknowledge that I will be notified by Skills for Rhode Island’s Future or the Internship Site should a medical emergency occur during my child’s participation in the internship.
5. Acknowledge that there are or may be risks associated with the duties and tasks associated with the internship.

___ Yes ___ No **Legal Guardian’s Initial:**



Consent to Travel To/From Internship Site

I hereby consent my child may drive a private vehicle to and from the Internship Site. I acknowledge that my child is licensed to drive under the laws of the State of Rhode Island and agree to advise Skills for Rhode Island’s Future immediately if my child’s driving privileges are suspended, revoked, or have expired without a timely renewal. I understand that automobile insurance is required and attest to the fact the automobile my child will be driving is properly insured and registered.

Yes No I will transport my child to and from the Internship site

Other: _____

Yes No *Legal Guardian’s Initial:*

Vehicle Verification (if applicable)

Student Driver’s License #: _____ Expiration Date: _____

Vehicle Make/Model: _____ Year: _____ License Plate #: _____

Insurance Company: _____ Policy #: _____

Yes No *Legal Guardian’s Initial:*

Consent for Photo & Video Release

I grant permission for my child to be photographed or videotaped for promotional and educational purposes while participating in the PrepareRI Internship Program.

Yes No *Legal Guardian’s Initial:*

Consent for Criminal Background Check

_____, is applying for an internship with the PrepareRI Internship Program. The employment process includes a criminal background check and drug testing. As the legal guardian of the above-mentioned student, I understand the purpose of these pre-employment checks and hereby proved my consent for the background checks and drug test.

Yes No *Legal Guardian’s Initial:*



Consent for Workplace Travel

I understand that as part of the PrepareRI Internship Program, _____ may be required to travel for work related business. I give consent for my child to travel for worksite related business including traveling with their respective worksite supervisor and other supervisory staff.

___ Yes ___ No *Legal Guardian's Initial:* _____

Consent for Data Sharing

I understand the PrepareRI Internship Program is a partnership of Skills for Rhode Island's Future, RI Governor's Workforce Board, Rhode Island Department of Education, Partnership for Rhode Island, Rhode Island College and various employer partners. I further understand that any of the entities specified above will share information on my child. Information that will be shared is limited to my child's participation and performance in the PrepareRI Internship Program and all of the required program forms including, but not limited to, this consent form, medical authorization and transportation plans. By consenting to this data sharing arrangement, I am agreeing to a two-way consent between all parties involved.

___ Yes ___ No *Legal Guardian's Initial:* _____

Official Signatures

By signing below, I acknowledge all of the areas of this consent form have been explained to me and I am fully aware of the PrepareRI Internship Program rules, expectations and all risk associated with granting my child permission to participate in the PrepareRI Internship Program.

I further understand I play an important role in ensuring the success of my child in this program and agree to make myself available to Skills for Rhode Island's Future staff as needed.

Legal Guardian Signature: _____ *Date:* _____

Print Legal Guardian Name: _____

Student Signature: _____ *Date:* _____

Official Program Witness Signature

Skills RI Staff Signature: _____ *Date:* _____

Print Skills RI Staff Name: _____



PrepareRI Internship Program

ASSUMPTION OF RISK AND RELEASE FORM

THIS IS A RELEASE OF LEGAL RIGHTS -- READ AND UNDERSTAND BEFORE SIGNING
(Even if student is under 18 years of age, a parent or legal guardian must also read and sign this form)

PLEASE NOTE: CONSENT TO THIS FORM EXTENDS TO SKILLS FOR RHODE ISLAND'S FUTURE, RI GOVERNOR'S WORKFORCE BOARD, RHODE ISLAND DEPARTMENT OF EDUCATION AND THE EMPLOYER PARTNER WHERE THE INTERNSHIP WORKSITE WILL BE LOCATED

Please fill in the student name in any of the gray highlighted section.

Please initial as part of your consent in each of the yellow highlighted sections.

Student Name: _____ Legal Guardian Name: _____

Address: _____ Address: _____

City: _____ Zip: _____ City: _____ Zip: _____

Date of Birth: _____ Relation to Student: _____

School: _____ Phone: _____

I (Print Student Name) _____ understand I intend to participate in an internship through the PrepareRI Internship Program. I understand that there may be certain dangers, hazards and risks associated with my participation in the PrepareRI Internship activity(s). I further understand that all risks cannot be prevented. I have considered the risks associated with participating in a PrepareRI Internship placement and knowingly and voluntarily assume all such risks.

I agree that participating in any internship related activity is an acceptance of some risk of injury and/or loss or damage of property.

I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that it is my responsibility to know what I will need and to provide what I will need.



I agree to make sure that I know how to safely participate in any internship activities, and I agree to observe any rules, and practices, employed to minimize the risk of injury or harm.

I agree to stop and seek assistance if I do not believe I can safely continue any activity.

I will not wear or use or do anything that would pose a hazard to myself or others, including using or ingesting any substance which could pose a hazard to myself or others.

I agree that if I do not act in accordance with this agreement, I may not be permitted to continue in the internship placement.

Furthermore, I represent that I am physically and mentally capable of participating in a PrepareRI Internship placement and that I am capable of using the equipment, if any, associated with the PrepareRI Internship placement.

I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this internship. I have arranged, through medical insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the internship.

Specific hazards of internships activities: Additional consent form required for any potential hazardous working conditions.

Therefore, **I ASSUME ALL RISKS RELATED TO THE ACTIVITIES** including, but not limited to:

1. Death, injury or illness from accidents of any nature whatsoever, including but not limited to, bodily injury of any nature, whether severe or not, which may occur as a result of participating in an internship activity, general activity, or contact with physical surroundings or other persons; arising from travel by car, bus or any other means; death injury or illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.
2. Theft, loss or damage of my personal property while in transit or participating in the internship.
3. Natural disaster or other disturbances, and alteration or cancellation of the internship due to such causes.
4. Any risks or harm related to internship activities



PrepareRI Internship Program Rules, Regulations and Policies: I agree to obey and comply at all times with all of the rules, regulations, codes and policies of the PrepareRI Internship Program while participating as a student intern. I agree to notify my worksite supervisor and/or Skills for Rhode Island’s Future staff member immediately of any injury or loss.

Signature: I indicate by my signature below I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Assumption of Risk and Release Form and acknowledge that I understand it. My signature below indicates that I have read and freely signed this agreement, which takes effect as a sealed instrument. Further I understand that this consent is in effect for the duration of my internship unless revoked in writing.

IMPORTANT - READ ENTIRE AGREEMENT BEFORE SIGNING

Option #1. I have read and understand the above agreement and consent to its terms and conditions.

Intern Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Intern Supervisor Signature: _____

Date: _____

Skills RI Staff Signature: _____

Date: _____

Option #2. I have read and understand the above agreement and do not consent to its terms and conditions. I also understand that lack of consent may make a change in internship placement and/or its termination necessary.

Intern Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Site Supervisor Signature: _____

Date: _____

Skills RI Staff Signature: _____

Date: _____



PrepareRI Internship Program Hazardous Occupation Exemption Form

Based on Guidance from United States Department of Labor Child Labor Provisions of the Fair Labor Standards Act (FLSA) for Nonagricultural Occupations

For students applying to the PrepareRI Internship Program who are enrolled in a High School Career and Technical Education (CTE) program and would like to enter an internship program related to their respective field of study that includes any of the trade skills.

The United States Department of Labor has very specific child labor laws with respect to allowing children under the age of 18 the permission to participate in work experience that include certain hazardous conditions. Under the section “Special Provisions Permitting the Employment of Certain Minors in Places of Business that Use Machinery to Process Wood Products” Section 13(c)(7) of the FLSA permits the employment of certain minors between the ages of 14 and 18 inside and outside of places of businesses where machinery is used to process wood products. This exemption applies only to a minor who is:

1. exempt from compulsory school attendance beyond the eighth grade either by statute or judicial order, and,
2. is supervised in the work place by an adult relative or adult member of the same religious sect or division as the minor.

Although a minor meeting these requirements may be employed inside and outside of places of businesses that use machinery to process wood products—activities normally prohibited by Child Labor Regulation No. 3 and HO 4—the minor is still prohibited from operating, or assisting to operate, any power-driven woodworking machines. This prohibition includes the starting and stopping of the machines and the feeding of materials into the machines as well as the off-bearing of materials from the machines. Such minors are also prohibited from cleaning, oiling, setting-up, adjusting and maintaining the machines. In addition, such minors must be protected from wood particles or other flying debris within the workplace by a barrier appropriate to the potential hazard of such wood particles or flying debris or by maintaining a sufficient distance from machinery in operation. The minor is also required to use personal protective equipment to prevent exposure to excessive levels of noise and sawdust (see USDOL Fact Sheet No. 55 for more information about this exemption).



Student Name: _____ Legal Guardian Name: _____

Address: _____ Address: _____

City: _____ Zip: _____ City: _____ Zip: _____

Date of Birth: _____ Relation to Student: _____

School: _____ Phone: _____

CHECK THE HAZARDOUS OCCUPATION FOR WHICH THE EXEMPTION APPLIES:

- Work using power-driven woodworking machines, including the use of saws on construction sites.
- Work using power-driven metal forming, punching, and shearing machines (but HO8 permits the use of large group of machine tools used on metal, including lathes, turning machines, milling machines, grinding, boring machines, and planning machines).
- Work involving slaughtering or meatpacking, processing, or rendering including the operation of power-driven meat slicers in retail stores.
- Work using power-driven paper-products machines, including the operation and loading of paper balers in grocery stores.
- Work involving the use of circular saws, band saws, and guillotine shears.
- All work in roofing operations.
- All work in excavating operations, including work in a trench as a plumber.

IN ACCORDANCE WITH THE ABOVE MENTIONED USDOL CHILD LABOR LAWS, AS THE LEGAL GUARDIAN OF THE ABOVE MENTIONED STUDENT, THE UNDERSIGNED ATTEST TO THE FOLLOWING:

1. The student learner is enrolled in a youth vocational training program under a recognized state or local educational authority.
2. The work of the student learner in the occupation declared particularly hazardous is incidental to the training received.
3. That the work performed shall be intermittent and for short periods of time and under the direct and close supervision of a qualified and experienced person.
4. That the safety instructions shall be given by the school and correlated by the employer with on-the-job training.
5. That the student has a schedule of organized and progressive work processes to perform on the job.



Official Signature Page

Intern Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Site Supervisor Signature: _____

Date: _____

Skills RI Staff Signature: _____

Date: _____



PrepareRI Internship Program Intern Confidentiality Agreement

Student Name: _____ Legal Guardian Name: _____

Address: _____ Address: _____

City: _____ Zip: _____ City: _____ Zip: _____

Date of Birth: _____ Relation to Student: _____

School: _____ Phone: _____

I understand that in the course of my internship experience I may have access to and be involved in the processing of verbal, written, computer generated, computer accessed, filmed, and/or recorded information related to clients, employees, and staff or company business.

I understand that I am required to maintain confidentiality of this direct or indirect information at all times, both during and after my internship experience. I understand that I will not share, discuss, or reveal any of this information with anyone.

I understand any breach of confidentiality may result in disciplinary action, including termination or legal action.

Official Signatures

I certify by my signature that I acknowledge being informed of the confidentiality policy concerning confidential information and its treatment. I agree to adhere to and uphold the private and privileged information therein.

Legal Guardian Signature: _____ *Date:* _____

Print Legal Guardian Name: _____

Student Signature: _____ *Date:* _____

Official Program Witness Signature

Skills RI Staff Signature: _____ *Date:* _____

Print Skills RI Staff Name: _____



PrepareRI Internship Program

Medical Authorization & Emergency Contact Information

Your child has applied to the PrepareRI Internship Program. This document is required in the event of a medical emergency while at work or training. Please note this information will be shared with the employer partner where your child will be placed for their internship. It is critical to share any pertinent medical information that may impact the performance of your child while in the PrepareRI Internship Program. If required, special accommodations may be made.

Student Name: _____ Legal Guardian Name: _____

Address: _____ Address: _____

City: _____ Zip: _____ City: _____ Zip: _____

Date of Birth: _____ Relation to Student: _____

School: _____ Phone: _____

Does your child require any special accommodations due to medical limitations, allergies, disabilities, dietary constraints, have an IEP or other restrictions?

____ Yes ____ No Legal Guardian's Initial: _____

If yes, please explain: _____

Is your child allergic to any medication? ____ Yes ____ No Legal Guardian's Initial: _____

If yes, please list medications: _____

List any additional allergies or medical problems: _____



Medical Alert: _____ **Yes** _____ **No** **Legal Guardian's Initial:** _____

If yes, please explain: _____

Should it be necessary for my child to have medical treatment while participating in the internship program, I hereby give Skills for Rhode Island's Future and/or worksite personnel permission to use their best judgment in obtaining medical service for my child, and I give permission to the physician selected to render whatever medical treatment he/she deems necessary and appropriate.

_____ **Yes** _____ **No** **Legal Guardian's Initial:** _____

Permission is also granted to release emergency contact/medical history to the attending physician or to worksite personnel if needed.

_____ **Yes** _____ **No** **Legal Guardian's Initial:** _____

Emergency Contact Information (in additional to legal guardian)

Contact Name: _____ Contact Name: _____
Primary Phone: _____ Primary Phone: _____
Secondary Phone: _____ Secondary Phone: _____
Relation to Student: _____ Relation to Student: _____

Physician & Medical Insurance Information

Doctor Name: _____ Phone: _____
Preferred Hospital for Treatment: _____
Health Insurance Company: _____
Name of Policy Holder: _____
Identification Number: _____ Account Number: _____



Official Signatures

By signing below, I consent for my child to receive medical treatment in case of injury or illness. The information provided is accurate to the best of my knowledge.

Legal Guardian Signature: _____

Date: _____

Print Legal Guardian Name: _____

Official Program Witness Signature

Skills RI Staff Signature: _____

Date: _____

Print Skills RI Staff Name: _____



PrepareRI Internship Program Student Code of Conduct Agreement

Student Name: _____ Legal Guardian Name: _____

Address: _____ Address: _____

City: _____ Zip: _____ City: _____ Zip: _____

Date of Birth: _____ Relation to Student: _____

School: _____ Phone: _____

THE STUDENT INTERN AGREES TO THE FOLLOWING PROGRAM RULES:

1. Adhere to all of the expectations as outlined in the PrepareRI Internship Program manual.
2. Secure own transportation to and from the internship site.
3. Abide by the assigned weekly schedule, except by mutual agreement of all parties.
4. Report to the internship site at the agreed-upon schedule of days, times, and hours on time, and communicate to Skills for Rhode Island's Future and the Site Supervisor, in advance, any change to the agreed schedule.
5. Attend all required training sessions:
 - a. PrepareRI Program Orientation
 - b. PrepareRI Work Readiness Boot Camp
 - c. Worksite Orientation
 - d. Worksite Safety Training
6. Realize that questions and concerns should be communicated directly to a Skills for Rhode Island's Future Internship Coordinator.
7. Follow all established rules and regulations of the Internship Site.
8. Maintain confidentiality guidelines on and off the internship site.
9. Submit timesheet with hours worked by 5:00 p.m. on Sunday of each week.
10. Understand that the company is not liable for accidents or injuries sustained at the internship site.
11. Fulfill the commitment of the PrepareRI Internship Program by remaining at the internship site for the agreed upon time period, except by mutual agreement of all parties.
12. Notify Skills RI Staff and your site supervisor if you are unable to report to the internship site.
13. Complete and submit all documentation as directed by the internship coordinator.
14. Abide by all implied and stated terms included in this agreement.
15. Violating any regulations stated within the PrepareRI Internship Agreement and Code of Conduct may result in dismissal from the PrepareRI Internship Program.



THE STUDENT INTERN AGREES TO ABIDE BY THE FOLLOWING WORKPLACE CONDUCT:

1. Accept that any breach of confidentiality may result in immediate dismissal.
2. Grant consent to be photographed for educational and promotional purpose.
3. Perform duties in a professional manner and follow the administrative policies and procedures of the internship site.
4. Refrain from using a personal cell phone while at the internship site.
5. Understand that all infractions including smoking, drug or alcohol use, or other illegal acts at the internship site will result in disciplinary action.
6. Comply with the policies, procedures, dress code, behavior guidelines, and safety rules of the internship site.
7. Be punctual and dependable to your internship site. Call if you are going to be late.
8. Do not participate in gossip.
9. Do not use company phones for personal calls. Do not have others call you.
10. Do not bring anyone else to the internship site unless permission has been granted by your site supervisor.
11. Agree to not falsify any internship records, forms, or documents.
12. Demonstrate appropriate business etiquette, honesty, punctuality, respect, courtesy, cooperative attitude, proper health and grooming habits, and a willingness to learn at the internship site.

Official Signatures

My signature below represents my acknowledgement of the PrepareRI Internship Program Student Code of Conduct Agreement. I further understand that a violation of any of the expectations outlined in the Student Code of Conduct Agreement may result in my termination from the PrepareRI Internship Program.

Student Signature: _____

Date: _____

Print Student Name: _____

Legal Guardian Signature: _____

Date: _____

Official Program Witness Signature

Skills RI Staff Signature: _____

Date: _____

Print Skills RI Staff Name: _____



PrepareRI Internship Program Intern Placement Agreement

According to Rhode Island Labor Laws and Skills for Rhode Island's Future (Skills RI) Program policy, this form must be kept up-to-date in the personnel file at the worksite and the Skills RI office.

Student Name: _____ Legal Guardian Name: _____

Address: _____ Address: _____

City: _____ Zip: _____ City: _____ Zip: _____

Date of Birth: _____ Relation to Student: _____

School: _____ Phone: _____

Worksite Location and Details

Work Site Name:			
Supervisor Name:			
Internship Location/Address:			
City/Zip:			
Supervisor's Phone:		Supervisor's Email:	
Job Title:			
Work Schedule:			
Day	Start Time	Break	End Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
First Day of Internship: _____		Last Day of Internship: _____	



Worksite Statements of Agreement

Employer Partner/Worksite

The aforementioned employer has agreed to host high school student interns through the PrepareRI Internship Program. As such, the employer partner agrees to provide “Employability Skills” including but not limited to:

- ✓ Real world employment experience
- ✓ Application of academic and technical knowledge and skills
- ✓ Career knowledge and navigation skills
- ✓ 21st Century learning and innovation skills
- ✓ Personal and social skills

Student Intern

Interns must abide by the rules and expectation of the PrepareRI Internship Program. Furthermore, as a PrepareRI Intern, students must treat this internship as a regular paid employment and must follow the protocols and procedures of the worksite.

Interns must call your site supervisor and Skills for Rhode Island’s Future if you will arrive to your internship more than 15 minutes late. Excellent attendance in an expectation of all employees. If you will be absent or need to modify your schedule, please notify your supervisor as soon as possible.

Official Signatures

Legal Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Worksite Supervisor Signature: _____ Date: _____

Skills RI Staff Signature: _____ Date: _____



**Prepare RI Internship Program
Intern Weekly Timesheet Sample**

PLEASE NOTE TIMESHEETS WILL BE SUBMITTED ELECTRONICALLY

Date: _____

Internship Site: _____

Intern: _____

Site Supervisor: _____

PLEASE RETURN THIS TIMESHEET, SIGNED BY BOTH PARTIES NO LATER THAN 5:00PM ON THE SUNDAY FOLLOWING THE WEEK WORKED

Week Ending: _____

	START TIME	END TIME	DEDUCTION FOR LUNCH	TOTAL HOURS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
			WEEKLY TOTAL	

Intern Signature: _____

Date: _____

I confirm the above is a true record of the hours worked.

Site Supervisor Signature: _____

Date: _____

I confirm that the above Intern has worked the hours stated satisfactorily and that payments will be made in accordance with the terms and conditions which have been agreed as the basis of this transaction.



Prepare RI Internship Program Student Intern Pay Schedule

PrepareRI Student Interns are required to submit weekly timesheets that have been approved by their respective worksite supervisors.

Timesheets must be submitted to Skills for Rhode Island’s Future on the dates specified below.

Failure to turn in timesheets in a timely manner will result in a delay in your pay day.

Any intern who knowingly falsifies their timesheet will result in immediate termination from the PrepareRI Internship Program.

Work Week	Timesheet Due	Pay Date
07/01/2019 – 07/06/2019	07/07/2019	07/12/2019
07/07/2019 – 07/13/2019	07/14/2019	07/19/2019
07/14/2019 – 07/20/2019	07/21/2019	07/26/2019
07/21/2019 – 07/27/2019	07/28/2019	08/02/2019
07/28/2019 – 08/03/2019	08/04/2019	08/09/2019
08/04/2019 – 08/10/2019	08/11/2019	08/16/2019
08/11/2019 – 08/17/2019	08/18/2019	08/23/2019
08/18/2019 – 08/24/2019	08/25/2019	08/30/2019

PrepareRI Internship Program Worksite Orientation Checklist

Directions to Site Supervisor: Ensure your student interns receives information about the following factors. Check each item as it is completed. The intern should return the completed form to a Skills for Rhode Island's Future Internship Coordinator.

Intern: _____

Date of Orientation: _____

Internship Site: _____

Site Supervisor: _____

Welcome and Introduction

About the Company

- Explain the company's history
- Describe the company's type of business, products, and/or services
- Discuss what it means to work at this company
- Explain the company's culture (teamwork, service, values, etc.)
- Discussion of company structure and key people in the company

Provide Intern with Informational Materials (if applicable)

- Employee Handbook
- Informational brochures
- Organizational chart
- Telephone directory
- Security procedures
- Required documentation
- Site Supervisor contact information

Workplace Tour

- Work area
- Rest rooms
- Parking
- Lunch rooms
- Storage for personal belongings

Review Company Policies, Procedures and Workplace Expectations

- Appropriate dress and grooming
- Safety rules (complete safety training plan)
- Emergency procedures
- Workplace hazards
- Hours of operation
- Parking
- Procedures for arrival
- Procedures for departure
- Use of company telephone
- Confidentiality
- Technology usage (cell phone, internet, email, text messaging, etc.)

Department Orientation

- Describe the relationship of the department to the company
- Discuss department specifics:
 - Work schedule
 - Break times
 - Attendance requirements
 - Department contact information
- Introduce co-workers and explain their roles

Safety Training

- Stairwell/fire exits
- Fire extinguishers
- Special hazards
- Accident prevention
- Safety training log, updates as needed
- Additional information relevant to emergency preparedness

Internship/Job Orientation

- Show intern their work station
- Review intern job description
 - Describe intern's role and responsibilities
 - Explain importance of the intern's role to the organization
- Location of necessary supplies
- How to use phone/office equipment
- Discuss training plan
- Discuss performance expectations
- Develop learning goals
- Tools and Training
 - ID card (if needed)
 - Computer access
 - Schedule any required training

Other Required Orientation

Each employer site may require additional orientation items as part of the on-boarding of a student intern. Please note this "Worksite Orientation Checklist" is a guide to help employers with their on-boarding process and should be viewed as best practice.

A mandatory part of each student intern on-boarding orientation is review safety procedures and protocol. A separate form requiring signatures is provided to ensure that all safety measures are addressed and understood by the student intern.

Official Signatures

Site Supervisor Signature: _____

Date: _____

Intern Signature: _____

Date: _____

Skills RI Staff Signature: _____

Date: _____



PrepareRI Internship Program Safety Training Documentation Log

The following safety training log should reflect the training requirements appropriate for the student's job description and align with the required trainings of the business. This form must be kept up-to-date in the personnel file at the worksite and a copy at the Skills for Rhode Island's Future office.

Intern: _____ Date of Training: _____

Internship Site: _____ Site Supervisor: _____

Student's Responsibilities/Job Description: _____

Safety Training Topics*	Trainer's Name	Location	Date Provided
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**If additional space is needed, attach an extra sheet of paper.*

Official Signatures

Site Supervisor Signature: _____ Date: _____

Intern Signature: _____ Date: _____

Skills RI Staff Signature: _____ Date: _____

**PrepareRI Internship Program
SAMPLE Intern Self-Evaluation Form**

Please rate yourself on the following qualities.

Date: _____

Internship Site: _____

Intern: _____

Site Supervisor: _____

PROFESSIONAL QUALITIES

	Needs Improvement	Below Average	Average	Good	Excellent
<i>Punctuality</i>					
<i>Reliability</i>					
<i>Safety Conscious</i>					
<i>Quality of Work</i>					
<i>Dependability</i>					
<i>Communication</i>					

ATTITUDE

	Needs Improvement	Below Average	Average	Good	Excellent
<i>Takes Initiative</i>					
<i>Shows Enthusiasm</i>					
<i>Positive Attitude</i>					
<i>Responsible Behavior</i>					
<i>Demonstrates Maturity</i>					
<i>Leadership Ability</i>					
<i>Teamwork/Cooperation</i>					
<i>Politeness/Courtesy</i>					

LEARNING QUALITIES

	Needs Improvement	Below Average	Average	Good	Excellent
<i>Self-Motivated</i>					
<i>Organized</i>					
<i>Problem Solving Skills</i>					
<i>Demonstrates Integrity/Honesty</i>					
<i>Shows Respect for Self</i>					
<i>Shows Respect for Others</i>					
<i>Understands the Viewpoints of Others</i>					
<i>Adaptability</i>					

What did you learn are some of your strengths? _____

What did you learn are areas for improvement? _____

What can you do in school to build on your strengths and improve on growth areas? _____

Official Signature

Intern Signature: _____

Date: _____

**PrepareRI Internship Program
SAMPLE Intern Evaluation Form by Worksite Supervisor**

Please rate your student intern on the following qualities.

Date: _____

Internship Site: _____

Intern: _____

Site Supervisor: _____

PROFESSIONAL QUALITIES

	Needs Improvement	Below Average	Average	Good	Excellent
<i>Punctuality</i>					
<i>Reliability</i>					
<i>Safety Conscious</i>					
<i>Quality of Work</i>					
<i>Dependability</i>					
<i>Communication</i>					

ATTITUDE

	Needs Improvement	Below Average	Average	Good	Excellent
<i>Takes Initiative</i>					
<i>Shows Enthusiasm</i>					
<i>Positive Attitude</i>					
<i>Responsible Behavior</i>					
<i>Demonstrates Maturity</i>					
<i>Leadership Ability</i>					
<i>Teamwork/Cooperation</i>					
<i>Politeness/Courtesy</i>					

LEARNING QUALITIES

	Needs Improvement	Below Average	Average	Good	Excellent
<i>Self-Motivated</i>					
<i>Organized</i>					
<i>Problem Solving Skills</i>					
<i>Demonstrates Integrity/Honesty</i>					
<i>Shows Respect for Self</i>					
<i>Shows Respect for Others</i>					
<i>Understands the Viewpoints of Others</i>					
<i>Adaptability</i>					

What are the intern's greatest work strengths? _____

What are some areas in which the intern needs to improve? _____

Any other relevant observations or suggestions: _____

Official Signature

Site Supervisor Signature: _____

Date: _____



PrepareRI Internship Program Intern Disciplinary Form

Date: _____ Parent Notified [] YES [] NO Supervisor Notified [] YES [] NO

Student Name: _____ Internship Site: _____
Address: _____ Address: _____
City: _____ Zip: _____ City: _____ Zip: _____
Date of Birth: _____ Internship Supervisor: _____
School: _____ Phone: _____

The aforementioned intern has been placed on probation for the following reasons: (check all that apply)

- [] Poor attitude
[] Dress code violation
[] Lack of cooperation
[] Lack of good work ethic
[] Failure to take initiative
[] Internship documents falsified
[] Excessive absences or tardiness from internship site
[] Lack of productivity or failure to complete tasks assigned by site supervisor
[] Failure to turn in required program assignments and documentation
[] Failure to comply with all rules/regulations of the internship program
[] Failure to comply with safety regulations
[] Unethical, inappropriate, or threatening behavior
[] Other: _____

Comments: _____

As a result of this probation, the aforementioned intern will be:

- [] Monitored daily for internship violations [] Relocation to new internship site
[] Termination warning for continue behavior [] Other: _____
[] Immediate termination

I fully understand the above conditions and agree to cooperate for the best interest of all parties.

Official Signature

Skills RI Staff Signature: _____ Date: _____

Intern Signature: _____ Date: _____



**PrepareRI Internship Program
Intern Termination Notice**

Date: _____ Parent Notified YES NO Supervisor Notified YES NO

Student Name: _____ Internship Site: _____

Address: _____ Address: _____

City: _____ Zip: _____ City: _____ Zip: _____

Date of Birth: _____ Internship Supervisor: _____

School: _____ Phone: _____

The aforementioned intern is being terminated from the internship program for the following reason(s):

Official Signature

Skills RI Staff Signature: _____

Date: _____

Intern Signature: _____

Date: _____



PrepareRI Internship Program Request for Absence Form

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Intern Name: _____

Worksite Name: _____

Department: _____

Supervisor: _____

Type of Absence Requested:

Sick Vacation Bereavement Other: _____

Dates of Absence:

From: _____ To: _____

Reason for Absence: _____

Intern Signature

Date

Manager Approval

Approved

Rejected

Comments: _____

Supervisor Signature

Date

**PrepareRI Internship Program
Make-Up Time Record**

Date: _____

Internship Site: _____

Intern: _____

Site Supervisor: _____

Date of Absence: _____

of Hours Missed: _____

Date of Make-Up	# of Hours Made Up	Reason for Make-up Hours	Supervisor Initials for Approval

Official Signatures

Intern Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Site Supervisor Signature: _____

Date: _____

Skills RI Staff Signature: _____

Date: _____

Online Journal Articles

Kluttz, Letty, PHR, Knowledge Manager & Salvetti, Chuck, Manager Student Programs (2004). *“The SHRM® Guide to Organizing an Internship Program”*
<https://community.shrm.org/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=b1a4d23c-63fd-42cf-8400-59187adbc4a0>

Indiana Department of Education - Office of Career and Technical Education, Center for School Improvement and Performance (November 2008). *“Internship Manual – Guidelines and Procedures for Indiana Internship Programs”*
<http://www.doe.in.gov/sites/default/files/cte/internshipmanual08.pdf>

Pathways to Prosperity Network - An Initiative of Jobs for the Future and The Harvard Graduate School of Education (October 2014). *“Guide to Becoming a 9-14 Pathways Employer”*
<http://www.jff.org/sites/default/files/Guide-to-Becoming-9-14-Pathways-Employer-2014.pdf>

Change the Equation’s *“Work-Based Learning: An Employer’s Guide”* (2015) is geared toward STEM professionals and employers in STEM fields hoping to enhance young people’s knowledge and application of STEM skills in the workplace
<http://changetheequation.org/sites/default/files/Guide%20to%20Work-based%20Learning.pdf>

National Academy Foundation (2009). *“National Academy Foundation Guide to Work-Based Learning: A Continuum of Activities and Experience”*
<http://www.socialimpactexchange.org/files/Guide%20to%20Work-Based%20Learning.pdf>

Cahill, Charlotte & Jackson, Shelia - Pathways to Prosperity Network, An Initiative of Jobs for the Future and the Harvard Graduate School of Education (May 2015). *“Not As Hard As You Think - Engaging High School Students in Work-Based Learning”*
<http://www.jff.org/sites/default/files/publications/materials/Not-as-Hard-as-You-Think-042915.pdf>

Pathways to Prosperity Network: An Initiative of Jobs for the Future and the Harvard Graduate School of Education (April 2015). *“What Employer’s Need To Know - Frequently Asked Questions About High School Students in Workplaces”*
<http://www.jff.org/sites/default/files/publications/materials/What-Employers-Need-to-Know-FAQ-042415.pdf>

Agencies

Rhode Island Department of Education, PrepareRI (<https://www.prepare-ri.org/>)

Rhode Island Department of Labor and Training (<http://www.dlt.ri.gov/wrs/>)

Rhode Island Governor’s Workforce Board (<https://gwb.ri.gov/>)

Boston Private Industry Council (Boston PIC) (<https://www.bostonpic.org/>)