

Greenwich Central School
WORK EXPERIENCE PROGRAM

<p style="margin: 0;">CAREER INTERNSHIP PROGRAM</p> <p style="margin: 0;">MEMORANDUM OF AGREEMENT</p>

Date: _____

This Memorandum of Agreement establishes an agreement between _____

_____ and **Greenwich Central School** regarding the
Agency/Worksite Mentor

non-paid internship experience of _____ in the Career
Name of Student

Internship Program.

The following conditions apply:

1. Appropriate general safety/health instruction specific to the interns ***on-the-job*** experience at each job station will be provided to the intern by the sponsoring business/agency/worksite mentor.
2. An ***on-the-job mentor*** will be identified and assigned to the intern for the duration of the internship program. In addition, a mentor will be designated for each different career area/job station the student rotates through.
3. After appropriate discussion, either **Greenwich Central School** and/or the **sponsoring business/agency/worksite mentor** may elect to discontinue this agreement at any time.
4. This program will comply with all Federal and State Labor Department and New York State Education Department laws/regulations.
5. The Work Experience Coordinator will conduct at least one on-site visit with the intern during **each** 37 ½ hour segment of the ***on-the-job*** portion of the program.
6. Students will be accepted into this program and otherwise treated without regard to age, color, religion, creed, disability, marital status, national origin, race, gender, or sexual orientation.
7. This internship program/experience will comply fully with **all** of the following six criteria points, which are outlined in the United States Department of Labor's ***Employment Relationships Under the Fair Labor Standards Act*** –

Whether trainees or students are employees of an employer under the Fair Labor Standards Act will depend upon all of the circumstances surrounding their activities on the premises of the employer. If **all** of the following criteria apply, the trainees or students are not considered employees within the meaning of the Act.

- a. the training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
 - b. the training is for the benefit of the trainees or students;
 - c. the trainees or students **do not displace** regular employees, but work under their close supervision.
 - d. The employer that provides the training **derives no immediate advantage** from the activities of the trainees, and on occasion his operation may actually be impeded;
 - e. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
 - f. The employer and the trainees or student understand that the trained or students are not entitled to wages for the time spent in training.
10. This internship experience will comply fully with all of the following General Operations Guidelines established by the New York State Department of Labor, the New York State Education Department, and the United States Department of Labor.
- a. The Career Internship Program is open to students age 14 and above who are in grades 9-12. **Working Papers are required.**
 - b. During the 162 hour internship program for which the student will earn one-unit of credit, the student intern must rotate through a **minimum** of four different job stations*, spending up to a maximum of 47.5 hours at each station, according to a specific ***Training Agreement and Training Plan*** developed by the Work Experience Program Coordinator, the employer, and the student intern. **Productive work** on the part of the intern benefiting the sponsoring business/agency/worksites mentor is **strictly prohibited**.
 - * Three different job stations for the 81-hour program (one-half unit of credit)
 - Two different job stations for the 40.5-hour program (one-quarter unit of credit)
 - c. In addition to the on-the-job experience, the student will receive in-school instruction as needed per the Work Experience Program Coordinator.
 - d. Interns may not be placed in any of the Prohibitive/Hazardous Occupations outlined by the New York State and/or U.S. Departments of Labor.
 - e. The ***on-the-job*** segment of the internship may not be provided in a school setting (unless the student is seriously considering a career in the field of education, e.g. teacher, guidance counselor, principal superintendent); it is the intent of this program to place the student in an outside business/industry enterprise, government agency or private not-for-profit agency.
 - f. Where appropriate, the intern may split time between two or more employers.
 - g. The **Memorandum Agreement** and the corresponding **Student Training Plan** ***must be kept on file in the school district for a period of two years.***

- h. The student’s internship experience must be covered under the sponsoring **educational agency’s** (Greenwich Central School District) insurance provisions. Workers compensation insurance could apply under extenuating circumstance.
 - i. The student must keep a **Daily Journal**, according to criteria developed by the Work Experience Program Coordinator, of on-the-job activities. ***The educational agency must retain student journal for a period of two years.***
 - j. The internship program must be supervised/coordinated by a teacher certified to teach Occupational Education subjects if it is a discipline-specific program; or by a certified Diversified Cooperative Education Coordinator if the program spans more than one educational discipline.
 - k. The time spent in the on-the-job portion of the internship must not exceed the applicable New York State Department of Labor hour regulations governing the paid employment of minors, with the additional requirement that the internship experience cannot exceed 10:00p.m. Also, the student may not be simultaneously employed by the business/agency/worksites mentor sponsoring the internship.
 - l. The student intern may not be simultaneously enrolled in a paid Cooperative Occupations Education Program, a General Education Work Experience Program, or a Work Experience Career Exploration Program while participating in the Career Internship Program.
11. Failure to comply with all of the aforementioned guidelines concerning the ***on-the-job activities*** of a minor in a non-paid training experience/program could result in the sponsoring employer and/or educational agency being liable for the payment of back wages.

I, the undersigned, understand and accept all of the aforementioned conditions related to my participation in the Career Internship Program.

(Sponsoring Business/Agency Signature/Title)	(Date)
(School Coordinator)	(Date)
(Student Intern)	(Date)
(Parent/Legal Guardian)	(Date)
(High School Principal)	(Date)

**Greenwich Central School
WORK EXPERIENCE PROGRAM**

CAREER INTERNSHIP PROGRAM STUDENT TRAINING PLAN

Student Intern: _____ Age: _____
Class (9th, 10th, 11th, 12th grade): 12th Grade

Number of Weeks/Days of Week/Time Internship Will Occur _____
(example: M, W, F – 2-3:30 p.m. each day for 20 weeks)

Sponsoring Business/Agency: _____

Address: _____

Telephone: _____

- (a) The intern will participate in at ***least*** 37.5 hours of on-the-job internship experience and in-school instruction as needed.
- (b) The intern will rotate through each of the following career areas/job stations, according to the number of hours specified.

<u>Career Area</u>	<u>Job Station</u>	<u>% of Time in Area</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

(c) The **primary on-the-job mentor** (and his/her job title) will be:

Name of Mentor	Title
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(d) The mentors (and job title) for the various career/job stations will be:

1. _____
2. _____
3. _____
4. _____

(e) Anticipated **student learning activities** and **outcomes** are:

Job Station #1:	Career Exploration
Job Station #2:	
Job Station #3:	
Job Station #4:	

(f) **Evaluation** criteria/procedure:

Mentor to complete evaluation form at the end of the quarter and return to the Work Experience Coordinator.

(g) Approximate schedule for coordinator **on-site visits**:

At least once per placement.

(h) Outline/checklist of required correlated in-school instruction:

As outlined in student informational packet (signed Memorandum of Agreement/Training Plan, weekly journals, quarterly projects, etc.)

(i) Procedure to be used with intern, during and at the conclusion of the program, to identify and discuss his/her deficiencies, continued or revised career goals, correlated educational program (**school-to post secondary study and/or school-to work plan**) etc.:

Meeting with Work Experience Coordinator at least once per week.

(j) Other (if needed):

I, the undersigned, understand and accept all of the aforementioned conditions related to my participation in the Career Internship Program.

See signatures on memo of Agreement

_____	_____
(Sponsoring Business/Agency Signature/Title)	(Date)
_____	_____
(School Coordinator)	(Date)
_____	_____
(Student Intern)	(Date)
_____	_____
(Parent/Legal Guardian)	(Date)
_____	_____
(High School Principal)	(Date)