School

INTERNSHIP HANDBOOK

Kirkwood

WORKPLACE LEARNING
CONNECTION

Workplace Learning Connection History

Workplace Learning Connection (WLC) is a story of success and positive return on investment for our business partners, local young people, area schools, and communities in east-central Iowa. WLC was established in 1998 as an intermediary — or go-between — connecting schools with local businesses in the Cedar Rapids area and has grown to include the public, private, and parochial school districts in the seven-county service area consistent with Grant Wood Area Education Agency and Kirkwood Community College. Thus, WLC serves students, educators, employers, and communities in Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington counties.

WLC partners with middle and high schools within each district to provide programming both in and outside the classroom, which serves to better prepare students to enter and succeed in the world of work. Career development programming that WLC organizes includes speakers in the classroom, financial literacy fairs, worksite exploratory events, mock interviews, career fairs, STEM events, high school job shadows, high school internships, and teacher externships. WLC impacts tens of thousands of local students each year through our partnerships in the community with hundreds of businesses.

Staff Contact Information

www.kirkwood.edu/wlc/meetourstaff

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WLC Mission Statement

We believe in a vibrant community with a workforce ready for a changing world, and we support the next generation as they navigate and connect to our shared future.

We are connecting today's students to tomorrow's careers through high-quality, age-appropriate work-based learning opportunities.

We **convene** local, regional, and/or state leaders, practitioners, and customers across sectors to ensure youth success. We **connect** and broker services to youth, public partners, and private partners, including schools and training organizations, employers and workplace partners, social service and community organizations, and families and neighborhoods. We **measure** effectiveness and ensure the quality and impact of youth-serving efforts. We **sustain** effective practices through advocacy and progressive policies.

Internship Objectives

After completing an internship, a student should be able to:

- Apply knowledge to real-world problems in a real-world-experience setting.
- Develop sound decision-making skills through the professional experience.
- Describe and demonstrate appropriate professional conduct in a work environment.
- Determine a better understanding of their career interest.

Eligibility

The WLC internship program is available to high school juniors and seniors in our service area. Students first opportunity to apply is in the winter of their sophomore year, for participation in the upcoming summer session. Sessions are fall, winter, spring, and summer. Summer internships will be reflected on the upcoming fall transcript. Students should meet with their counselor to determine if they are a good fit for an opportunity. Students should have excellent attendance, be self-motivated, and be mature enough to independently handle a professional environment outside the classroom. During the school year, students need time in their schedule to complete on-site hours.

Advantages of Work-Based Learning

Work-based learning effectively prepares students to enter and make progress in the world of work. However, no instructional method can perfectly simulate the real-world job environment.

Student Advantages:

- Increases motivation and improves student retention.

- Develops responsibility and maturity by strengthening resourcefulness, problem-solving skills, self-confidence, and self-discipline.

- Provides opportunities for occupational exploration prior to making long-term and costly investments in more training or education.

- Offers an organized plan of training on the job under actual business conditions.

- Develops interpersonal skills through professional interactions in job settings.

- Makes academic instruction relevant and applicable to the workplace.

Employer Advantages:

- Provides workers who bring new ideas, fresh approaches, and enthusiasm for work.

- Offers direct input into education and training needed for the students.

- Improves the image and prestige of the industry and/or business among student learners and community members.Provides an opportunity for the employer to make a difference in the future workforce.

Community/Workforce Development Advantages:

- Increases student awareness of the employment prospects in their community.

- Promotes a closer relationship between the community and school.

Academic Support: Preapplication

Before the student completes their application on our website, the school contact should:

- Meet with the student and complete the Counselor Checklist (see Appendix A).

- Is an internship a good fit? Has the student explored this career through coursework and job shadows?

- What are good options for the student's strengths and interests? **www.kirkwood.edu/wlc/exploreinternships**

- Students may have a career interest or business that is not on our website. They may choose "WLC-Site Under Development" and add information to "Special Requests."

- Does the student have time in their schedule for an internship during the school year? Schedule the internship into their class schedule to hold time at the beginning or end of the day.

- Discuss who to choose for references, how the students should ask, and explain checking spam.

- Discuss proper application techniques (such as thorough answers and capitalization).

- For students encountering computer issues or without access, see Appendix B, C, and D.

An application is not considered complete until the teacher recommendation is complete and the parent and school approval is submitted. If you want to view the application on your portal dashboard, wait to approve until parts are complete with checkmarks. Students can follow the application process on their own dashboard.

Selection Process

- Students apply online, parent/guardian gives permission, teacher reference submits recommendation, and school contact recommends student as ready for the experience.

- Students are vetted through an interview by a panel of business/school representatives.

- Based on their application, interview, schedule, and career availability, students may be selected to the program and placed. **Applying for a WLC internship does not guarantee a placement**.

Credit

An internship is considered a course and most districts give credit as pass/fail. Districts should place the internship on the student's official high school transcript and identify the appropriately endorsed educator to monitor and grant credit for the course. There are minimum requirements for students in order to pass and/or earn transcript inclusion.

- Complete and return the **Internship Agreement Form** to WLC by the specified date.
- Complete the **hours** as required by the school and/or specified by the host.
- Attend, be prepared for, and participate in **three mandatory career development meetings** sponsored by WLC. (see Appendix E)
- Complete the **Internship Workbook** provided by WLC.
- Complete the **student survey** at end of the internship session.

Attendance

Once a student is placed:

- The student and internship host establish a mutually beneficial schedule at their initial meeting.
- Regular attendance and punctuality is critical. Students should not miss scheduled days at their internship and should arrive on time. If a scheduled day is missed due to inclement weather, school delay or cancellation, a family emergency, or a student illness, it is the student's responsibility to contact the host and negotiate a make-up time during the same internship session.
- Transportation is the responsibility of the student.
- Attendance and participation in the three career development meetings is required.

Withdrawal/Dismissal

If a student chooses to cancel, they must notify their WLC internship coordinator no later than one week prior to the start of the internship. In addition, they should follow their high school class drop policy and notify their high school representative immediately to determine if it will impact their GPA.

- Each student intern has an obligation to adhere to WLC guidelines and procedures to maintain professional standards of conduct at all times. If a student fails to follow WLC guidelines and procedures or their behavior otherwise interferes with the operation of the program or disrupts a business, corrective measures may be taken, up to and including immediate dismissal from the program with no partial credit awarded.

Internship Hours

- Hours are negotiated between the intern and host as outlined on the Agreement Form.
- Hours are completed within the session dates provided by WLC.
- The number of hours required will be provided by the WLC coordinator and must not exceed those hours.

Communication

Once students are selected and begin their internships, communication regarding the student will be with the internship coordinator via phone, email, Zoom, and/or site visits during the session. Communication is important and the responsibility of all parties involved.

One focus of the program is helping students learn to self-advocate by communicating directly with the host and WLC internship coordinator. Any concerns or questions should be posed by the student to their host or internship coordinator. Parents who contact the student's host should be directed to the internship coordinator.

Academic Support: During and After the Internship

School Contact:

- Assist with WLC interviews.
- Manage district requirements by signing the Agreement Form and reviewing safety.
- Encourage students to manage their internship through self-advocacy.
- Ensure that minimum requirements are met through communication with WLC.
- Send paperwork, such as workbooks, to the WLC Coordinator.
- Ensure credit is provided and that it is placed on the student's official transcript.
- Meet with the student at the completion of the internship to discuss lessons learned and next steps.

WLC Coordinator:

- Interview the student with the assistance of business/school professionals.

- Determine placement for student based on the application, the interview, and availability.

- Place the student.

- Conduct three career development meetings designed to teach professional behaviors.

- Maintain a relationship with the business host and student throughout the internship.

- Ensure minimum requirements are met, and alert the student and school if they are not met.

- Inform the school upon successful completion of the internship for credit on a student's transcript.

Liability and Fair Labor Standards

To access the complete Work-Based Learning Guide from the Iowa Department of Education, please go to www.kirkwood.edu/wlc/learningguide.

What Employers Need to Know Regarding Federal Law: www.kirkwood.edu/wlc/fairlabor

Insurance

Unpaid interns are covered under their home school district workers' compensation policy during their internship. Paid interns hired by the company fall under the employer's workers' compensation policy. Business hosts are encouraged to seek information regarding appropriate property liability coverage from their company's insurance provider.

Iowa School-to-Work Legislation Information: www.kirkwood.edu/wlc/schooltowork

Weather

Since transportation is the responsibility of the student, in the case of inclement weather, WLC follows the student's school district weather policy. If a district is closed due to inclement weather, the student should not attend. Safety is our main priority. Students are expected to communicate with their host.

Safety

STUDENT SAFETY IS EVERYONE'S PRIORITY!

Basic Steps in Risk Awareness:

- Parents should discuss workplace safety with their child.

- School guidance or administration should discuss workplace safety with the student.

- The host should provide an orientation at the worksite on safety.

  - Student should understand job responsibilities.

  - Student should identify potential risks.

  - Student should inform the host and WLC supervisor of any concern.

  - Host should remember the Rule of 3 (requiring at least three people are present) and maintain an open-door policy.

In the Event of an Incident:

- Student should document the date, time, persons involved, and the situation.

- Student should inform the host and WLC supervisor immediately.

Examples of Safety Risks:

- Harassment, such as sexual or racial.

- Identity protection, such as social security number if hired.

- Physical hazards, such as weather, asbestos, machinery, etc.

- Biological hazards, such as biohazardous waste.

- Chemical hazards, such as in a laboratory setting.

Additional Information:

- www.youthrules.gov

- www.kirkwood.edu/wlc/hiringiowateens
  (Page 8 has a list of jobs too dangerous for individuals under 18.)

Appendix A

Checklist for Counselors — Preapplication Process for WLC internships

Student Name: _____ School Name: _____

Transportation to internship site:

- Is there a reliable source of transportation?
- Is there access to resources for gas?
- Is the travel requirement and location of the proposed internship supported and understood by parent and student?

Student's schedule availability/understanding program requirements:

- Does the student have time in the daily schedule to accommodate the internship requirements (on-site hours, WLC meetings, and Internship Workbook)?
- Is the internship part of the student's confirmed schedule for the session requested? (Blocks of time at the beginning and end of the school day work best.) Is there flexibility in scheduling? (Review internship descriptions for session availability and time requirements for specific internships. Not all internships are available each session and some have time restrictions.)
- Does the student understand the consequences if they do not complete the internship? Ensure the student is aware if this is a requirement. Does the student understand the responsibility of following through with completion if taking as an elective course?

Comments/Notes: _____

_____

_____

_____

_____

_____

_____

Guidance Counselor/School Representative: Signature and Date:

_____ _____

Appendix B

Parent/Guardian Approval Form

Student's Full Name: _____   **School:** _____

Attendance/GPA/IEP Information/Medical Status
I grant permission for the high school office to release information regarding my child's attendance/GPA/IEP Information/Medical Status to Workplace Learning Connection (WLC) and potential business hosts. I understand this information is required for application to and participation in the WLC Student Internship Program and that information may be shared with the supervisor at the internship worksite.

Are there any physical accommodations needed for this child to have a successful internship?
Yes / No (circle one)
If yes, please explain: _____

Attendance/GPA/IEP and or 504 Information/Medical Status Agreement: (check one)
_____ I AGREE to the above statement.
_____ I DO NOT AGREE to the above statement.

Parent/Guardian Signature: _____

Media/Marketing Release
I agree to allow my child's photograph, videotape, or motion picture image that includes their name or likeness or any recording that includes their voice to be used in marketing materials to promote the Workplace Learning Connection. I understand that my child's photo/image will only be used in a positive manner in publications, print advertising, promotional materials, or any other medium to inform others about the career exploration activities coordinated by the Workplace Learning Connection for students throughout the Grant Wood AEA 10 region. I give my consent to have a Workplace Learning Connection member contact my child at a future date to review their career development.

Media/Marketing Release Agreement: (check one)
_____ I ALLOW my child's image or name to be included in media or marketing pieces.
_____ I DO NOT ALLOW my child's image or name to be included in media or marketing pieces.

Parent/Guardian Signature: _____

Participation Release
I am the parent or guardian of the student whose name appears above and I have authority to make legal decisions for the benefit of this child. I authorize the release of my child from school to attend the three career development meetings sponsored by the Workplace Learning Connection and required by the internship program.

I recognize that work-based learning opportunities of this nature have a risk of lost or stolen property, injury, or even death during transportation to, from, on-site, and during the activities. I, on behalf of the child and for myself, waive any and all claims of liability arising from the child's participation in this opportunity, including claims against the following parties (and their employees, contractors, and volunteers): the Workplace Learning Connection, the school and school district that the child attends, and the employer who hosted the work-based learning opportunity.

I agree to defend, hold harmless, and indemnify the Workplace Learning Connection, the school, and school district that the child attends, and the employer who hosted the student(s) (and their employees, contractors, and volunteers) from and against any and all claims of liability that derive from claims that I or my child make against any other party arising from this worksite opportunity.

Parental Approval and Participation Release Agreement: (check one)

_____ I have reviewed this application and approve this internship application.
_____ I have reviewed this application and DO NOT APPROVE this internship application.

Parent/Guardian Signature: _____   **Date:** _____

Parent/Guardian Name: _____   **Best way to reach you:** _____

Appendix C

Teacher Recommendation

Student: _____ Subject: _____

This student has applied for an internship practicum through Workplace Learning Connection. Would you please help the selection process by providing the following information about this student?

	Excellent	Above Average	Average	Needs Improvement
Attendance/Punctuality				
Cooperation/Teamwork				
Asks Questions				
Follows Directions				
Solves Problems				
Takes Initiative				
Responds to Suggestions				
Personal Appearance				

Student's Strengths:

_____

_____

_____

Student's Areas for Improvement:

_____

_____

_____

Other Comments:

_____

_____

_____

Signature: _____ Date: _____

Name (printed): _____ School: _____

Email: _____ Phone: _____

Appendix D

Outside or Personal Recommendation

Student: _____ Relationship to Student: _____

This student has applied for an internship practicum through Workplace Learning Connection. Would you please help the selection process by providing the following information about this student?

	Excellent	Above Average	Average	Needs Improvement
Student demonstrates dependability and is conscientious of timely follow-through				
Student communicates well with others				
Student works productively with others				
Student demonstrates initiative and self-direction				
Student demonstrates accountability by meeting expectations				

Student's Strengths:

_____

_____

_____

Student's Areas for Improvement:

_____

_____

_____

Other Comments:

_____

_____

_____

Signature: _____Date: _____

Name (Printed): _____ Organization/Business: _____

Email: _____ Phone: _____

Appendix E
WLC Career Development – Badges

Prior to and during three meetings with WLC, students learn how to be successful in the workplace with material in five Career Development Badge areas including:

Professionalism

- Applications
- Interviews
- Work Habits
- Introductions
- Resumes
- Capstone: Resume Builder

Social Awareness

- Safety
- Diversity
- Bias
- Emotional Intelligence
- Digital Awareness
- Capstone: Emotional Intelligence Assessment

Critical Thinking

- Strengths
- Employability
- Goal Setting
- Time Management
- Problem Solving
- Capstone: Strengths Test

Communication

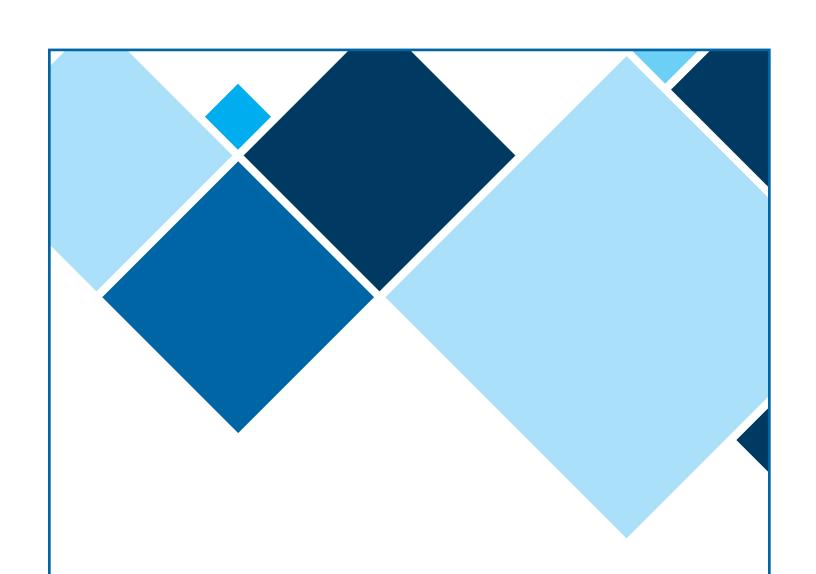- Non-Verbal
- Spoken
- Listening
- Written
- Presentations
- Capstone: Internship Presentation

Collaboration

- Teamwork
- Conflict
- Resilience
- Elevator Speech
- Networking
- Capstone: Elevator Speech

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