

Riverside High School Work Study Program

Riverside High School
2096 County Road 24 S.
DeGraff, OH 43318
937.585.5981

Scott Mann, Coordinator
Kelly Kauffman, Principal
Debbie Hughes Gonterman, Guidance Counselor

Student Name

Internship Site/Business Name

Mentor/Supervisor

**Riverside High School
School-to-Work Opportunities
Internship Agreement**

Student Name _____ Employer Name _____

Business/Employer Address _____

Mentor/Supervisor Name _____ Phone _____

Program Description

Our School-to-Work Opportunities is an educational program in which the school and business join together to provide a second semester senior with an apprenticeship type program. An apprenticeship affords the student an opportunity to learn desired occupational skills that will enhance and enrich their classroom learning. The apprenticeship should be in a field in which the student has a career interest. Students should be able to make a smooth transition from the classroom to the workplace. Since the student's participation in the business internship requires the student to leave the school, all involved partners must be aware of the following responsibilities:

Student Qualifications

1. A second semester senior who is not credit deficient, has passed all of the required graduation tests, and will qualify for graduation.
2. The student will have a 2.0 cumulative GPA or better at the end of the 7th semester.

Student Responsibilities

1. Student interns shall abide by the rules, regulations, and policies of the employer and the school during the period of work-based learning.
2. Interns must notify the employer and the School-to-Work Opportunities Coordinator in advance of any absence or tardiness. Regular attendance at school and at the training site is mandatory. A student may be removed from the program for lack of attendance.
3. Interns shall perform the work and duties assigned to them in school and at the internship site to the best of their abilities. Any school or job related problems should be brought to the attention of the coordinator.
4. Interns must practice the appropriate grooming as required by the employer and the school.
5. Interns should be aware that acts of dishonesty and uncooperativeness at school and at the training site are just causes for removal from the program.
6. The intern shall complete the internship. The internship cannot be terminated by the students without the approval of the program coordinator and without giving proper written notice to the employer.
7. Interns under 18 years of age shall have an age and schooling certificate (work permit).
8. The intern, of age 18 or over, shall waive any claims for injury to himself/herself and shall indemnify and hold harmless the Board of Education and all its employees from all liability,

claims, damages or costs arising from his/her conduct in connection with the internship at the employer's location.

9. The intern shall maintain conduct as that of student to teacher with employees at the internship site.

Parent Responsibilities

1. The parent/guardian shall be responsible for the personal conduct of the student at the internship training site and shall provide appropriate means of transportation to and from the training site.
2. When a student is released from school and is not scheduled to work during his/her assigned school release time, the parent/guardian will assume the responsibility for the student's whereabouts and /or actions.
3. The parent/guardian shall indemnify and hold harmless the Board of Education and all its employees from all liability, claims, damages or costs arising from their conduct or the student's conduct in connection with the student's internship at the employer's location.

School Responsibilities

1. The program coordinator shall make periodic contact with the mentor.
2. The program coordinator will provide the employer with a check list student evaluation form in April.
3. The program coordinator will work with the academic teachers to make sure the student is making satisfactory academic progress.
4. The program coordinator will provide assistance to the employer as student needs warrant.

Employer Responsibilities

1. The employer shall abide by all applicable federal, state and local labor regulations and safety regulations regarding the employment of females and/or minors and must have an age and schooling certificate on file for each minor employed.
2. The employer shall evaluate the activities of the intern on the checklist provided by the school.
3. The activities performed by the intern will be professionally, ethically and educationally based.
4. The employer shall notify the coordinator when a student is dismissed.
5. The employer at the request of the coordinator will terminate the employment of the intern when the student leaves the program before graduation.
6. The employer shall waive any claims for injury and shall indemnify and hold harmless the Board of Education and its employees from all liability, claims, damages or costs arising from the student's internship at the employer's location.
7. Employer shall be an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, disability, or age.

**Riverside High School
School-to-Work Opportunities
Unemployment Exemption**

Student Name _____

Employer _____

Address

City

State

Zip

The Federal Unemployment Tax Act, Reg. 31.3306© (10)-3 provides for unemployment tax exemption of students engaging in work-study programs.

“The term employment shall not include....service performed by an individual under the age of 22 who is enrolled at a non-profit or public educational institution which normally maintains a regular faculty and curriculum and normally has a regularly organized body of students in attendance at the place where its educational activities are carried on, as a student full-time program, taken for credit at such institutions, which combined academic instruction with work experience, if such service is an integral part of such program, and such institution has so certified to the employer, except that this subparagraph shall not apply to service performed in a program established for or on behalf of an employer or group of employers.”

This provision has been adopted in this state’s Unemployment Tax Act Reg.

This will certify that neither State nor Federal deductions nor contribution for Unemployment Compensation should be made for the above student.

School-to-Work Coordinator

Employer

I, _____, understand that under the Federal Unemployment Tax Act Reg. 31.3306© (10)-3 which provides unemployment tax exemption of students engaged in work study programs, I will not be eligible for unemployment compensation if said employment is terminated during the time of the School-to-Work Opportunities Program.

Signature of Student

THIS EVALUATION FORM WILL BE MAILED TO YOUR EMPLOYER DURING THE MONTH OF APRIL.

YOUR STW CREDIT WILL BE AWARDED WHEN YOUR EMPLOYER COMPLETES AND RETURNS THIS EVALUATION FORM TO THE RIVERSIDE GUIDANCE OFFICE.

Riverside High School
School-to-Work Opportunities
Intern Evaluation Form

Student Name _____ Date _____

Business/Employer Name _____

Evaluator Name _____ / _____
Print Signature

Directions: Please circle the number indication the student's level of performance in each category. Each of the ten categories of the evaluation has five levels. Total possible points are 100. Two (2) is the lowest possible score in each category. A conference should take place between the student and the mentor to discuss the evaluation. The completed and signed evaluation is to be returned by the employer to the School-to-Work Opportunities Coordinator.

Personal Appearance

Points

- 10...Neat, always appropriately dressed and groomed
- 8...Neat, usually appropriately dressed and groomed
- 6...Neat, not always appropriately dressed, but not untidy
- 4...Occasionally untidy
- 2...Frequently unacceptably dressed and untidy

Public Relations

- 10...Warm, friendly, always dignified and tactful
- 8...Warm, friendly, usually dignified and tactful
- 6...Interested, not overly sympathetic
- 4...Mechanical, aloof, unsympathetic
- 2...Abrupt, cold, and domineering

Social Skills

- 10...Stimulating, creative, demonstrates leadership ability
- 8...Well-liked, friendly cooperative
- 6... Approachable, acceptable
- 4...Indifferent, lacks warmth, occasionally offensive
- 2...Antagonistic, defensive

Organizational Skills

- 10...Work well-planned and organized
 - 8...Work planned and organized, unexpected circumstances not always effectively met
 - 6...Work usually carried through
 - 4...Some planning, does not take all facts into consideration
 - 2...No plan of work or organization demonstrated
-

Productivity

- 10...Fast and accurate
 - 8...Fast and accurate most of the time
 - 6...Average speed in work
 - 4...Moderately slow
 - 2...Extremely slow
-

Punctuality

- 10...Functions on time
 - 8...Usually functions on time
 - 6...Occasionally late, should improve
 - 4...Frequently late
 - 2...Rarely functions on time
-

Quality of Workmanship

- 10...Accurate and efficient; works well independently
 - 8...Does not find all errors and omissions
 - 6...Does not correct errors and omissions
 - 4...Needs frequent supervision
 - 2...Needs close supervision at all times
-

Maintenance of Property

- 10...Extremely careful and economical in handling supplies and equipment
 - 8...Exercises good care in handling supplies and equipment
 - 6...Adequate care and use of supplies and equipment
 - 4...Improper care and use of supplies and equipment
 - 2...Careless and wasteful
-

Initiative and Resourcefulness

- 10...Demonstrates initiative and resourcefulness
 - 8...Moderate resourcefulness and initiative
 - 6...Below average initiative and resourcefulness
 - 4...Seldom demonstrates initiative and resourcefulness
 - 2...Does not demonstrate initiative and resourcefulness
-

Communication Skills

10...Clear and concise; communicated well

8...Clear and concise in most situations

6...Able to express in acceptable terms

4...Expresses information poorly

2...Unable to communicate

Student's Total Score

Evaluator's Signature

Date

Student's Signature