



### **Work-Based Learning**

*Prosser Career Education Center is committed to providing multiple work based learning experiences and programs to all students. Work-based learning activities collaboratively engage local employers and Prosser instructors to provide structured learning experiences for students. These experiences allow students to apply knowledge and skills learned in the classroom and lab to real world situations. All work based learning experiences and activities are strategically integrated within the CTE curriculum. Some of this valuable learning will occur within the classroom environment while much of it will occur in a place of business or community organization.*

## **INTERNSHIP**

Second-year students enrolled in some Prosser programs will participate in a business internship. The internship program is a work based learning experience that students complete as a capstone training experience directly related to their Prosser curriculum/program. The internship experience is designed to provide a platform for each student to apply the technical skills and knowledge learned at Prosser in a real world situation. Students can expect an opportunity to participate in hands-on work directly related to their Prosser training program. During the internship, students will report directly to the assigned worksite during their regularly scheduled Prosser class time.

The internship program will be implemented the second semester of the second year of training. Internship experiences may be paid or unpaid. Depending on the Prosser program, the internship experience will not exceed three days a week for 18 weeks or five days a week for nine weeks. Students will be required to complete daily, weekly, and monthly internship classroom activities and assignments to broaden the experience.

The internship requires a partnership between the student, teacher, and employer supervisor. Each partner has a distinct role and responsibilities to fulfill to ensure the experience is positive and productive.

Goals of the Internship Program:

- Provide a forum for students to transfer knowledge and technical skills learned in the classroom to a workplace environment.
- Extend students' knowledge, understanding, and requirements of the career pathway.
- Provide an experience for students to apply workplace skills such as time management, workplace culture, teamwork, communication, and quality standards.
- Provide a link between technical skill set and soft skill set.
- Advance students' academic, career, and personal development.
- Build and strengthen relationships between Prosser, local employers, and students.

*Prosser Career Education Center ensures each student the skills for continued education and for career readiness.*

[www.prossercareers.com](http://www.prossercareers.com)

## PROSSER INTERNSHIP TRAINING AGREEMENT

STUDENT NAME	EMPLOYER NAME	MENTOR/SUPERVISOR NAME
DOB/Age	Employer Address	Mentor/Supervisor phone number
Prosser Program	Employer phone number	Mentor/Supervisor e-mail

**This educational training agreement will begin \_\_\_\_\_ and end \_\_\_\_\_**  
(date) (date)

**Business Partner Responsibilities:** Each place of business will:

- Assign the student a mentor/supervisor.
- Provide the student work activities and learning experiences that are directly related to the Prosser training program.
- Expose the intern to a variety of departments, operations, people, and business settings within the organization.
- Complete *Internship Weekly Report* and perform an evaluation of the student upon completion of the internship program.
- Contact the Prosser instructor with any problems or concerns regarding the student’s performance, attendance, or attitude.
- Immediately contact a Prosser administrator if a student is suspected of drug or alcohol use.
- Adhere to the provisions of all state and child labor laws, minimum wage and existing labor management agreements.
- Consult with the Prosser teacher or Administrator if the training agreement needs to be dissolved.
- Not displace a full time or regular employee with the employment of an internship student.

**Student Responsibilities:** Each student will:

- Fulfill all class requirements while maintaining academic grades, attendance, and behavior expectations to be eligible for participation in the internship program. (i.e. job shadowing, class projects)
- Report to Prosser a minimum of one time each week to submit to the teacher a completed *Internship Weekly Report* form.
- Represent Prosser in a professional manner at all times during the internship experience.
- Be punctual and maintain exemplary attendance at the internship work site.
- Follow the direction and instruction of the internship mentor/supervisor at all times.
- Maintain minimum dress standards determined by the employer for professionalism and safety expectations.
- Adhere to all company policies and regulations that apply to all employees.
- Report to Prosser if not working at the internship site during normal Prosser class time.
- Contact the Prosser teacher and report immediately to Prosser if employment is terminated for any reason.
- Contact the mentor/supervisor if unable to report to the worksite at assigned time. Also have a parent/guardian notify Prosser.
- Be responsible for transportation to and from the internship worksite.
- Immediately report any problem or concern to the Prosser teacher or administrator.
- Understand that he/she may be eligible for some employee benefits during an internship approved training position, depending on the employer’s plans and policies. The student will be required to submit any required documentation and/or testing related to employment with this employer.
- Understand if his/her employment is terminated for any reason, unemployment compensation may not be filed. (Chapter 8, Section 3, Article (k) of the Indiana Employment Security Act).

**Teacher Responsibilities:** Each teacher will:

- Endorse the work site and work activities prior to the student reporting to the site. Closely review requests that will place a student at a work site owned by a family member or at a site that the student is currently employed.
- Periodically visit or call the student mentor/supervisor to monitor student progress and performance.
- Recommend to remove the student from the internship program if attendance, performance, or work ethic is poor.
- Monitor and report student weekly attendance.

### APPROVAL SIGNATURES

\_\_\_\_\_  
Student

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Prosser CTE Teacher

\_\_\_\_\_  
Home School Counselor/Administrator

\_\_\_\_\_  
Prosser Internship Coordinator