In School/Summer Internship

❖ **DEFINITION, EXAMPLES AND INSTRUCTIONS**



In School/Summer Internship

1. **Definition**: Help students to identify their career interests, assess their employability skills and training needs, and develop the skills and attitudes necessary to enter the workforce.

   What it is: General Work Experience or Work Experience tied to the student's interest. Placement is tied to a community partnership, and school personnel must supervise the WBL experience.

   What it's not: A student getting a job on their own and the school turns around and calls it a school or summer internship.

2. **In School/Summer Internship (examples):**
   a. RCSD Student Internship Program
   b. Summer of Opportunity Program

<u>Instructions</u> - Must be supervised by an instructional staff member, administrator, or school counselor.

Suggested Forms:

- WBL Agreement (see Appendix B)
- WBL Hours Tracking Log (see appendix E)
- Field Trip Forms; Parental Permission, Medical Consent and Release Form (see Appendix G)
- Refer to NYS Labor Laws and Work-Based Learning Opportunities (See Appendix I)
- Sample Parent Letter (see Appendix J)
- Work Site Visit Form (see Appendix K)