HEALTH CAREER 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 after their regularly scheduled Prosser class time.

The internship program will be implemented during the second semester of the second year of training. Internship experiences may be paid or unpaid. The internship schedule is determined by the needs of the specific Prosser CTE program. Students will be required to complete daily, weekly, and monthly internship classroom activities and assignments to broaden the experience.

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.

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.

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 (date) _____and end (date) _____.

Circle days attending Internship: Monday* Tuesday Wednesday Thursday Friday Expected # of hours at site per week: ____
every other Monday Expected wage per hour if paid: _____

Circle the mode of transportation: Driving self Riding with: _____ Bus Other:_____

Work Based Learning 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 the evaluation portion of the student training plan given by the teacher at the half way point and end 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 the work-based learning partner has reasonable suspicion that a student is under the influence of drugs or alcohol.
- Adhere to the provisions of all federal, state, and local employment, workplace, labor, EEOC, E-Verify, health, environmental, safety, and other labor laws, minimum wage laws, overtime laws, 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)
- Submit a completed *Internship/Clinical Weekly Report & Time Sheet* each Monday they return to Prosser.
- Represent Prosser in a professional manner at all times during the internship experience.
- Be punctual and maintain exemplary attendance at the internship worksite.
- 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 the student 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 the internship employer.
- Understand if 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 worksite and work activities prior to the student reporting to the site. Closely review requests that would place a student at a worksite owned by a family member or at a site at which the student is currently employed.
- Periodically visit or call the student mentor/supervisor to monitor student progress and performance.
- Recommend removal of the student from the internship program if attendance, performance, or work ethic is poor.
- Monitor and report student attendance to the Attendance Clerk weekly.

APPROVAL SIGNATURES NEEDED:

Student Printed Name _____ **Student's Signature** _____

Employer _____ **Prosser CTE Teacher** _____

Home School Counselor/Administrator _____ **Parent/Guardian** _____

WBL Coordinator _____

Last Updated: February 18, 2025