

# **Student Internship Handbook**

**Seattle Public Schools  
Department of School-to-Work**

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# General Information

## Department of School-to-Work

**(206) 720-3428**

SVI Building, Room 610

2120 S. Jackson

Seattle WA 98144

## Office Hours

7:30 a.m. - 4:30 p.m., Monday - Friday

The office is closed on all school district and federal holidays.

(Messages can be left on the office voice mail.)

## Staff

\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

## Your Internship Supervisor:

\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Start Date: \_\_\_\_\_

Schedule: \_\_\_\_\_

## Forms completed:

- Parent/Guardian Authorization for Internships*
- Assumption of Risk*
- Parent/School Authorization Form for minors (under 18 only):*

# Answers to Frequently Asked Questions

## Work Hours

Your work schedule will be determined by you and your worksite supervisor. You will be paid only for the hours you actually work.

## Attendance

You are expected to be at your worksite on time, every day you are scheduled to work. Your supervisor is depending on you to be at your internship and do your job. When possible, make your personal appointments for the hours you are not scheduled to work.

If you are going to be absent or late, call your supervisor. If he/she is not in, make sure you leave a message – either on voicemail or with a receptionist. **If you are continually late and/or absent, you may be terminated from your job.**

**Call your worksite supervisor if you are going to be late or absent!**

## Transportation

Transportation to and from your internship worksite is your responsibility. Once you are placed at an internship site, we can help you locate the closest bus route or you can call **Metro 24-hour Rider Information at (206) 553-3000**. The cost of transportation such as bus tickets or gas is your responsibility. Please plan ahead, so you will have the resources you need to get to work before you get paid, as well as after you are paid.

## Lunch and Breaks

If you work four (4) consecutive hours, you must take a **lunch period** of at least 30 minutes. This is in accordance with the Washington State Minor Work Regulations. **YOU WILL NOT BE PAID FOR YOUR LUNCH PERIOD.**

Minor Worker Regulations also require that if you are scheduled for four (4) hours of work, you must be allowed at least a 10 minute (paid) **break** for every two hours in a row that you work.

You cannot give up your lunch or break periods to arrive late to work or to leave your internship early.

## Payroll

Student workers are guaranteed a minimum wage and may not have money deducted from their paychecks unless they agree or unless the deductions are required by law (such as taxes, Social Security [FICA], Workers Compensation). The amount you are paid hourly depends on your employer.

Most worksites require employees to fill out weekly time sheets to record hours worked. You should record your hours daily. Your time sheet is a legal record of your work and must be filled out honestly and legibly. Look closely at your time sheets before you sign them. Your signature says that you agree with the hours shown. You and your supervisor must sign time reports in **INK**.

Most payroll departments have strict deadlines for time sheets. If these deadlines are not met, you will not be paid on time. You might have to wait until the next pay period to be paid. Pay attention to the schedule and give your supervisor time to approve your time sheet. Find out if your check will be mailed, or if you can pick it up at work.

If you have questions about your paycheck, ask your supervisor as soon as possible.

## Safety

Child Labor Laws determine what minor workers may and may not do on the job. As part of the internship program, you may have the opportunity to use power tools and other equipment that students your age are not regularly allowed to use on the job. The law requires that you receive safety training at school as well as at your internship site. You will be required to attend a 3-hour safety training before you start your internship or provide a letter from a teacher that shows you have successfully completed vocational safety training within the last 3 years.

Each worksite supervisor has gone through a safety assessment and is aware of the limitations for minors. You will receive additional safety training on the job, but always remember that safety is your responsibility and first priority. Most accidents on the job involving teens are the result of carelessness, horseplay, or not wearing safety equipment. You can prevent workplace accidents and injuries by following the rules, using tools and equipment properly, and always being alert while you work.

If you have received safety training and you still don't feel comfortable with the equipment or the work you are doing, ask for more training/supervision. If you still feel your work is unsafe or puts you at risk, please contact the internship coordinator so that we can work out a safe solution.

### If you are under 18, you cannot:

- ◆ drive a vehicle, forklift, or use hoisting machines
- ◆ use hazardous chemicals – by law, youth who are under 18 cannot be exposed to hazardous chemicals. Youth who are 18 or older have a right to know if they are using hazardous chemicals and should be trained in safety procedures. If you have any questions ask the Internship Coordinator.
- ◆ Work more than 10 feet off the ground

## Injuries on the Job

**All injuries must be reported immediately to your supervisor.**

If you are injured while working, or see someone else being injured, immediately tell your worksite supervisor. He/she will help you to determine if you need emergency medical attention or if you can wait to see your own doctor. As you are a paid employee of the company, insurance claims will be handled by the worksite. You are also covered under Workers Compensation. Any injury must be immediately reported to your worksite supervisor. **Injuries that happen on your way to/from work, or on your unpaid lunch break, are not covered by the employer.**

## **Your Rights and Responsibilities**

As an employee, it is your responsibility to perform the tasks of your job.

### **Discrimination**

No one employed by the Seattle Public Schools, including The Department of School-to-Work, may treat you differently because of your

- National origin
- Race
- Religion
- Economic status
- Disability
- Gender / sexual orientation
- Age
- Political affiliation or belief

If you think you have been subjected to discrimination while engaged in a school-to-work program or activity, you may file a complaint. Refer to page 9 for complaint and hearing procedures.

If you have **QUESTIONS ABOUT DISCRIMINATION IN EMPLOYMENT**, call the Seattle Human Rights Department (684-4500).

### **Drug Free Work Place**

You must follow the Drug Free policy of the Seattle Public Schools which states, "Possession, use, sale, distribution or being under the influence of alcohol, drugs, or controlled substances is prohibited". Some employers may require a drug test before you begin work. This is a reality of the workplace and should be handled in a mature fashion. If you object to taking a drug test, you should not apply for a position that requires one.

**QUESTIONS ABOUT DRUG TESTING?** Call the American Civil Liberties Union (ACLU) of Washington (624-2180).

## Hiring and Firing

It is your responsibility as an employee to perform the tasks of your job. The Department of School-to-Work Internship Program has policies which state how and why you can be terminated. You may be terminated if you:

- Steal property while on the job
- Harm or try to harm anyone on the job or with the Seattle Public Schools
- Do not attend work or perform poorly on the job
- Commit a crime while at your worksite or involved in a School-to Work activity (remember using alcohol is illegal for anyone under the age of 21)
- Falsify or lie on your time reports or time sheets

In most cases, you will not be terminated without an opportunity to discuss the situation first.

## Discipline Policies

Problems on the job are handled on an individual basis. If you get into trouble on the job and disciplinary action is determined necessary, you will be involved in the process.

Possible disciplinary actions that may be enforced include:

### **Verbal warning**

A verbal warning is the first step toward serious disciplinary action and is a notice that a particular behavior is unacceptable and that improvement is expected.

### **Written warning**

If a verbal warning has been issued and ignored, or if a problem is serious, you will be given a written warning. This is a notice that identifies the problem area(s) and describes the specific expected behavior(s). It serves as warning that additional problems may result in more severe disciplinary action, including your dismissal from the internship. The possible results of continued problems may be your termination from the internship. A copy of the written warning will be kept in your employee file.

### **Dismissal from your job**

If there is reasonable evidence to establish that you have committed a serious rule violation, have not met the behavior improvements outlined in the written warning, or are making it difficult for others to work, your supervisor may decide to dismiss you immediately from your internship. Your parent/guardian and the Internship Coordinator will be informed if you are dismissed from your internship.

Seattle Public Schools staff will work with you and make every effort to help you stay in the program. If you feel you have been treated unfairly, please see page 9 for the Complaint and Hearing Procedure.

## Behavior on the Job

If you were a supervisor, what would you want a student worker to do? Read below about the behavior of each student, and see which one you would want working for you.

Student Number One	Student Number Two
1. Arrives to work late - sometimes doesn't show up at all.	1. Arrives to work on time every day.
2. Stops working when he doesn't know what to do.	2. Asks for help when he is not sure about what to do.
3. Uses the office phone to call friends during work hours.	3. Uses the pay phone during his lunch and breaks to make personal phone calls.
4. Reads a magazine when he finishes a job task.	4. Lets his supervisor know when he has completed his work and asks for more.

After you complete your internship, the School-to-Work staff and/or your direct supervisor may give you a written recommendation that you can present at your next job interview. Be sure that you practice those behaviors that will get you a good recommendation.

## Problems on the Job

- ⇒ Is your job boring?
- ⇒ Are there questions you have that no one will answer?
- ⇒ Do you have too much work to do?
- ⇒ Do you argue with your supervisor or your co-workers?
- ⇒ Do you have enough work to do?

Learning to cope with problems and questions at work, at home, and at school is a big part of your education. Learning to talk to people about things that are upsetting or confusing is important everywhere you go.

## Problem Solving

Problem-solving means asking yourself questions:

What do I want?	More tasks to do at my job? A job that is easier to get to by bus? To tell my boss what is bothering me? More instructions about how to do my job?
Who do I need to talk to?	My supervisor? The internship coordinator? A co-worker? My teacher?
What can I do to solve the problem?	Get up earlier? Change my work habits? Tell someone what is bothering me? Ask more questions?

## Showing What You Can Do

Part of your experience working in the internship program is to find ways of showing what you learn and do at work and in class. To do this, you and the staff may want to create a **Portfolio**.

A Portfolio is a collection of items that show what you have accomplished. It would include anything you decide is a good example of your best work. For example:

- \* Your resume
- \* Your job description
- \* Pictures or a video tape of you while working or in class
- \* Things you have written, built, or made
- \* Letters of recommendation from teachers and/or employers
- \* Tests, essays, certificates

**Your Portfolio is something you can use to show family, friends, college admissions staff, and future employers what you can do.**



## SCANS

Listed below are SCANS Skills. SCANS stands for Secretary's Commission on Achieving Necessary Skills. The Department of Labor conducted a survey to find out what skills employers wanted their employees to have and to understand before they were hired. These skills can help you in everything you do.

*The SCANS skills will also be used to evaluate your performance this summer (see evaluation form on page 10).*

<p style="text-align: center;"><b>Using resources</b></p> <ul style="list-style-type: none"> <li>◆ Time, money, human resources, materials, and space</li> </ul>	<p style="text-align: center;"><b>Reading / writing</b></p> <ul style="list-style-type: none"> <li>◆ Understanding what you read, writing legibility so people understand, using good grammar</li> </ul>
<p style="text-align: center;"><b>Working well with others</b></p> <ul style="list-style-type: none"> <li>◆ Participating as a team member, helping others, getting along with a diverse population</li> </ul>	<p style="text-align: center;"><b>Basic math</b></p> <ul style="list-style-type: none"> <li>◆ Understanding addition, subtraction, multiplication, division, fractions, and percentages; knowing when to use math</li> </ul>
<p style="text-align: center;"><b>Finding and using information</b></p> <ul style="list-style-type: none"> <li>◆ Knowing where to look, organizing information, interpreting, and analyzing</li> </ul>	<p style="text-align: center;"><b>Communication skills</b></p> <ul style="list-style-type: none"> <li>◆ Listening carefully, speaking clearly, being assertive, asking for help, being polite</li> </ul>
<p style="text-align: center;"><b>Understanding systems</b></p> <ul style="list-style-type: none"> <li>◆ How things fit together: small - such as filing, the telephone system; large - such as the bus system, company organization</li> </ul>	<p style="text-align: center;"><b>Thinking skills</b></p> <ul style="list-style-type: none"> <li>◆ Identifying problems, solving problems, making decisions, being creative</li> </ul>
<p style="text-align: center;"><b>Using different technologies</b></p> <ul style="list-style-type: none"> <li>◆ Knowing what tools are needed to get a job done, such as a pen, a computer, a map</li> </ul>	<p style="text-align: center;"><b>Personal responsibility</b></p> <ul style="list-style-type: none"> <li>◆ Arriving to work on time, following through, being prepared, honesty, good self-esteem</li> </ul>

How would you use these skills to:

Play soccer?

Look up a phone number?

Take a bus?

Help a friend?

Write a note?

Ask for directions?

Determine how much you should get paid?

## SCANS Skills Practice Guide

Following are a few ways that you use SCANS skills.

Skill	Question	Example
Using resources	What do you need to get the job done?	Materials? Space? Time? Help? Money? People?
Working well with others	What skills do you need to get along with your co-workers?	Being polite? Helping co-workers? Helping customers? Not gossiping?
Finding and using information	Who or what can answer your questions? Where can you find the answers you need?	A co-worker? A computer? Your supervisor? A dictionary? A telephone book? A manual?
Understanding systems	How do things fit together at work? What kinds of systems are used at your worksite?	<u>Small</u> - filing system? payroll system? <u>Large</u> - Metro bus system? The school district? How does your department fit into the whole company?
Using different technologies	What tools do you need to get your job done?	A pen? A computer? A rake? A clock? A washing machine?
Reading / writing	How do you use these skills at work?	Writing messages? Reading memos? Reading instructions? Completing reports? Entering information into computers?
Basic math	When do you use math at work	Completing your time sheets? Measuring? Using a calculator?
Communication skills	What skills do you need to get along well with others and to do a good job?	Listening carefully? Speaking clearly? Asking questions? Being polite?
Thinking skills	What are examples of different kinds of thinking on the job?	Making decisions? Solving problems? Being creative?
Personal responsibility	What kinds of behaviors show that you are a responsible person?	Arriving to work on time? Finishing things you start? Being prepared? Being organized? Checking your work?

## **Complaint and Hearing Procedure**

If you have a complaint about the Department of School-to-Work or the Internship Program/staff, contact the Work-based Learning Program Supervisor at (206) 720-3428. You can also contact the person below if you feel you have been discriminated against.

### **Seattle School District Statement of Equity and Grievance Procedure**

**The Seattle School District provides Equal Educational and Employment Opportunity without regard to race, creed, color, national origin, sex, handicap/disability or sexual orientation. The District complies with all applicable State and Federal Laws and regulations to include but not limited to Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, RCW 49.60 “The Law Against Discrimination” and RCW 28A.640 “Sex Equity,” and covers, but not limited to, all District programs, courses, activities, (including) extra-curricular activities, services, access to facilities, etc.**

**The Title IX officer and 504 Coordinator with overall responsibility for monitoring and ensuring compliance is:**

**Rick Takeuchi  
Director, Office of Equity and Compliance,  
815 Fourth Avenue North  
Seattle, WA 98109  
Telephone: (206) 252-0371**

**Individuals who believe they have been discriminated against in any of the District’s educational programs, activities, services, etc., can file an internal discrimination complaint with the District’s Office of Equity and Compliance.**