

# **Worksite Supervisor 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.)

### Your Staff Contact (s):

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

### Your Student Intern (s):

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

## Seattle Public Schools Definition of an Internship

An internship is a student worksite experience that emphasizes connecting activities, coordination and integration between worksite and classroom learning, uses written agreements to outline mutual expectations, and runs for at least 20 and no more than 202.5 hours per semester. Summer internships are six (6) to eight (8) weeks in duration. It may or may not result in academic credit and may be paid or non-paid. A .5 Occupational Education/elective credit is granted for 90 hours of non-paid or for 202.5 hours of a paid internship. Internships should meet District and state academic standards. During an internship, a student completes structured activities or projects that:

- Connect work to learning at school
- Relate to the real work of the company
- Give a broad understanding of a business or occupational area

Internships are normally reserved for high school juniors and seniors, at least 16 years of age, who have the requisite academic background, specific skills and maturity to be successful in the workplace. State vocational education regulations do not allow credit to be granted for interns who are under 16 years old and Minor Work Regulations severely limit the work activities of students under the age of 16.

The desired outcomes of a work-based learning internship within the Seattle Schools are:

1. Develop transferable employability skills and understand the culture of the workplace,
2. Achieve mastery of two predetermined learning objectives related to career goals,
3. Increase understanding of a business or industry and increase self-knowledge related to career interests; and,
4. Participate in culminating event, portfolio development or connect the internship to senior project.

Internship objectives are outlined in a learning agreement.

### Internship Timeline

**Interview dates:** \_\_\_\_\_

**Supervisor Orientation date:** \_\_\_\_\_ **(optional)**

**Internship start date:** \_\_\_\_\_

**Site visit #1:** \_\_\_\_\_

**Mid-internship evaluation:** \_\_\_\_\_ **(optional)**

**Site visit #2:** \_\_\_\_\_ **(optional)**

**Final evaluation due:** \_\_\_\_\_

**Internship end date:** \_\_\_\_\_

**Employer Recognition Event:** \_\_\_\_\_ **(optional)**

## Defining Roles

**The worksite supervisor's role** is to collaborate with the student and his or her teacher/coordinator to structure the internship by setting learning goals and the activities to achieve them. Once the internship begins, you instruct, supervise and support the intern. When the internship is complete, you evaluate the intern's performance.

### **What does the student do?**

- Collaborates with you and a school coordinator to define the internship activities and/or project(s)
- Works with you and the school coordinator to define the objectives and outcomes of the internship in a learning agreement
- Works hard to meet the objectives and outcomes of the internship
- Observes all worksite rules and regulations
- Makes transportation arrangements to and from the workplace
- Integrates internship learning into their senior project or other culminating activity

### **What does the worksite supervisor do?**

- Confirms the internship schedule with the internship contact person at the school
- Helps outline a learning agreement with challenging activities or project(s) related to the real work of the company and connected with academic learning
- Provides an orientation and full safety training/safety gear to each intern
- Instructs, supervises, and guides the intern
- Listens to the intern's questions and concerns
- Communicates workplace issues and concerns to teacher/internship coordinator
- Helps the intern feel like a part of the workplace
- Evaluates the intern's progress and performance
- Develops a mentoring relationship with the intern

### **What does the internship coordinator/teacher do?**

- Screens and refers appropriate students to the worksite
- Provides internship forms for students, parents, and employers
- Helps the intern to define, understand, and meet internship objectives
- Helps the intern integrate worksite experiences with learning at school
- Advises the intern on appropriate worksite behavior and dress
- Provides support to the company contact person and/or internship mentor
- Helps students make transportation arrangements to and from the workplace
- Helps the intern integrate internship learning with senior project or other culminating activity

## **Tips for Worksite Supervisors**

Successful internships require planning, time and commitment. The following is some information to keep in mind:

### **A successful internship worksite supervisor....**

- Enjoys working with young people
- Commits time and energy to the internship
- Relishes the chance to teach a young person about the job and share ideas
- Has strong communication and listening skills
- Provides encouragement and direction
- Respects and is open to learning from young people
- Sets boundaries

### **Worksite Supervisor Internship Checklist:**

- Provide an orientation to the intern**
- Confirm the daily and weekly schedule for the internship**
- Help the intern define learning activities and complete the Internship Learning Agreement**
- Review all relevant health and safety issues with the intern and provide necessary safety gear**
- Review all company policies, rules and regulations with the intern**
- Provide ongoing instruction and support to the intern**
- Evaluate the intern's performance using Internship Evaluation Form**
- Evaluate the internship program using Employer Program Evaluation Form**

## **Work-based Learning Site Agreement**

This document, exhibited on the next page, is an agreement between the Seattle School District and your company or organization. It may be signed by an authorized representative who may or may not be the actual intern supervisor. In the event that the supervisor is not the authorized representative, it is imperative that the intern supervisor and the authorized representative are familiar with the agreement.

This agreement contains a standard 'hold harmless' clause and can be terminated by either party at will. Questions regarding this document should be directed to the Internship Coordinator/Instructor.

**Work-based Learning Site Agreement**

- Non-paid Internship**
- Paid Internship**

**Seattle Schools Responsibilities:**

1. To refer appropriate students to employers.
2. To assist students and the employers in the development of learning objectives related to academic work and workplace competencies.
3. To provide orientation, advising and support services for students and to consult with worksite supervisor to promote progress toward agreed upon learning objectives.

**Worksite Responsibilities:**

1. To provide each student with a meaningful work-based learning experience.
2. To provide appropriate adult supervision to each student to enable him/her to complete assigned tasks.
3. To share information about student progress (e.g., evaluation).
4. To assign the student only those duties which are consistent with state and federal child labor and safety laws and student skill level.
5. To inform regular employees of their important role in assisting in the training of the student.
6. To ensure that the student in no way replaces a regular employee
7. To ensure that no student is assigned work that in any way furthers or benefits sectarian, political or religious activities, including work which releases or frees any other person to perform such activities.
8. To grant Seattle Public Schools representative access to students at their worksites for purposes of program monitoring.

The employer assures compliance with state and federal guidelines and regulations regarding nondiscrimination against any employee/student on the basis of race, color, national origin, gender, or disability in recruitment, hiring, placement, assignment of tasks, hours of employment, levels of responsibility, and pay. Harassment of any employee/student with regard to race, color, national origin, gender, or disability is strictly prohibited.

Each party agrees to defend, indemnify and hold harmless the other from any and all actions, costs, claims, losses, expenses and/or damages including attorney fees that result or arise from the negligence of that party. For liability for damages arising out of bodily injury or property damage caused by or resulting from the concurrent negligence of each party, the indemnity obligations under this agreement are valid and enforceable only to the extent of each party's negligence, including any responsibility for injuries to worksite employees or other workers on the worksite. The worksite is responsible for site safety, and training and safety programs required by law. The School District, by this agreement, does not assume responsibility for site safety nor safety programs.

I agree that the organization which I represent will comply with the Work-based Learning Site Agreement and Worksite Responsibilities as they apply to this program and that failure to do so may result in termination of my organization as a worksite and the immediate removal of the student from the worksite. It is the exclusive responsibility of the worksite to control and supervise the student's performance at the worksite. It is further understood that this agreement shall be in effect unless otherwise notified and may be terminated by one of the undersigned parties.

*Please print or type:*

**Name of Employer:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Name of Worksite Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E mail:** \_\_\_\_\_

**Worksite Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Internship Instructor/Coordinator Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Internship Instructor/Coordinator Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Internship Learning Agreement Instructions**

**What:** This form is required for all work-based learning internships, both paid and non-paid.

**Why:** It is important to have a written learning plan for each student placed at a worksite. In addition, federal law requires that a student internship include “a schedule of organized and progressive work processes to be performed on the job”.

**Who:** Items 1-5, and 15 are to be completed by the Work-based Learning Instructor/Coordinator, items 6, 7 and 13 by the worksite supervisor and item 14 by the student. Items 8-12 need to be developed with input from all three parties – the student, worksite supervisor and the Work-based Learning Instructor.

**When:** The Internship Learning Agreement should be completed no later than one (1) week after the student begins his/her internship.

The numbered items that follow correspond with the circled numbers on the Internship Learning Agreement sample form.

1. **First name, last name and school telephone number of Work-Based Learning Instructor/Coordinator, teacher or school representative.**
2. **Name and address of (intern’s) high school.**
3. **First and last name of intern**
4. **Today’s date**
5. **Name, department and physical address of intern’s worksite/place of employment.**
6. **Phone number at intern’s worksite – most likely the phone number of intern’s worksite supervisor.**
7. **First and last name and Email (if available) of intern’s worksite supervisor.**
8. **General description of intern’s job including major internship tasks or responsibilities.**
9. **The agreed upon date intern’s internship will begin.**
10. **General training schedule for interns at the worksite including days of the week and hours per day.**
11. **Agreed upon date intern is expected to complete internship. This date may be the last day of the semester or some other mutually agreed upon date.**
12. **Two specific responsibilities and/or skills to be learned by the intern during the course of the internship. These Learning Objectives should be developed through the input of the intern, the worksite supervisor and the Work-based Learning Instructor/Coordinator and tied to the intern’s course work.**

- 13. Dated signature of the intern's worksite supervisor agreeing to the learning agreement outlined above.**
- 14. Dated signature of the intern agreeing to the learning agreement outlined above.**
- 15. Dated signature of the Work-based Learning Coordinator/Instructor agreeing to the learning agreement outlined above.**

**Work-based Learning  
Internship Learning Agreement**

Internship Instructor/Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Student name: \_\_\_\_\_ Today's date \_\_\_\_\_

Business/agency \_\_\_\_\_ Department \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Worksite supervisor \_\_\_\_\_ Email \_\_\_\_\_

**Internship Description:**

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Start date \_\_\_\_\_

Proposed schedule \_\_\_\_\_

Date expected to be completed \_\_\_\_\_

The worksite supervisor, student, and the Internship Instructor/Coordinator agree to the following learning objectives for the time period listed above. Each objective should be measurable and describe an accomplishment, such as a skill, knowledge or behavior for the student intern to strive towards.

LEARNING OBJECTIVE #1

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LEARNING OBJECTIVE #2

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\_\_\_\_\_  \_\_\_\_\_  
 Worksite Supervisor Signature Date Intern Signature Date

\_\_\_\_\_  
 Internship Instructor Signature Date

## **Answers to Frequently Asked Questions**

### **Work Hours**

Students working on internships must be enrolled in Seattle Public Schools. The intern's work schedule will be determined by the employer and the intern. Please provide a copy of the intern's schedule to the Internship Coordinator or teacher. Interns will be paid only for the hours they actually work.

**Please note that child labor laws limit the hours that minors can work.**

**While school is in session**, students who are 16 and 17:

- Cannot work before 7:00 a.m. or after 10:00 p.m. Monday – Thursday and Sunday
- Cannot work before 7:00 am or after midnight Friday and Saturday
- Cannot work more than 4 hours a day on a school day preceding a school day
- Cannot work more than 8 hours a day all other days
- Cannot work more than 6 days per week
- Cannot work more than 20 hours per week (up to 28 hours with special variance)

During holidays, school breaks and summer, students who are 16 and 17:

- Cannot work before 5:00 am or after midnight
- Cannot work more than 8 hours a day
- Cannot work more than 6 days per week
- Cannot work more than 48 hours per week

### **Attendance**

Instruct your paid intern(s) and the Internship Coordinator, on the attendance policies of your company. Make sure they have your phone number.

Interns are expected to be at work on time, every day they are scheduled to work. Please clearly state your expectations about punctuality and calling in late or sick. The work-based learning program has set up guidelines for attendance, punctuality, and calling in; but you need to emphasize your expectations as well.

Encourage interns to make their personal appointments, when possible, during the hours they are not scheduled to work. Most students don't see themselves as important to the functioning of a business. You can help them understand how their attendance counts and how it affects other employees.

The intern(s) should call you or your office if they are going to be late or absent. If they are continually late and/or absent, they may be terminated. Please inform the Internship Coordinator regarding attendance issues with your intern(s).

## Lunch and Breaks

If interns work four (4) consecutive hours, they must take a lunch period of at least 30 minutes. This is in accordance with the Washington State Minor Work Regulations.

Minor Work Regulations also require that students be allowed at least a 10-minute (paid) break for every four hours in a row that they work.

They cannot give up their lunch or break periods to arrive late or leave work early.

## Safety

Seattle Public Schools upholds the Child Labor Laws regarding what minor workers may and may not do on the job. As part of the internship program, your intern may have the opportunity to use power tools and other equipment that minor students are not regularly allowed to use on the job. The law requires that students receive safety training at school as well as at the internship worksite. The law also requires that the students use of the machinery is intermittent and fully supervised. See page 19 (federal statute).

- ◆ Any intern who is 18 years old or older **may** perform any job that an adult may perform.
- ◆ Interns who are 16 years old or older **may** operate motor driven machinery/tools after receiving safety training both at the school and at the worksite. The worksite training must include safety training on the use of the specific equipment.

All interns who are **under 18 years old, cannot under any circumstances:**

- ◆ 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.
- ◆ work more than 10 feet off the ground

Most accidents on the job involving teens are the result of carelessness, horseplay, or not wearing safety equipment. You can help your intern be safe by thoroughly explaining the rules, demonstrating how to use tools and equipment properly, and always supervising your intern while they are using power driven machinery.

If you have provided safety training to your intern and you still don't feel comfortable with the intern's level of proficiency or maturity regarding the use of tools or power driven machinery, you may need to reassign the intern or provide additional training/supervision. If you feel the intern is unable, or unwilling, to work safely or puts others at risk, please contact the Internship Coordinator so that we can work out a safe solution.

## **Injuries on the Job**

**Any injuries which occur on the job should be reported immediately to you (the employer) and to the Internship Coordinator.** Paid internships are also covered by the employer's Labor and Industries policies and procedures.

### **Seattle Public Schools Medical Emergency Procedure\***

**Whenever an intern suffers a serious injury or becomes seriously ill while at the worksite, and the worksite supervisor or his/her designee determines that the injured intern needs examination by Emergency Medical Technicians or a doctor, the following procedure should be followed:**

1. Assess the situation through examination of the intern (check for medical tags).
2. In the case of an apparent serious injury or illness, call 911.
3. Render emergency care. If you do not know first aid, find someone who does. If possible, do not leave the intern unattended.
4. In the event of a serious injury or illness, do not attempt to move the victim unless an emergency situation exists that has serious potential for greater harm, e.g. fire, explosion, etc.
5. Notify parent/guardian (or call emergency contact telephone number) immediately.
6. Emergency medical personnel shall make a transport decision after examining the intern. For non-life threatening situations that do not require immediate transport, the parents should be contacted first, if possible.
7. Notify the Internship Coordinator or Department of School-to-Work at (206) 720-3428. The Internship Coordinator will help you complete an accident report and follow up with the student intern and his or her parent/guardian.

*\*Adapted for worksite situations*

## **Medications**

The Seattle Public Schools maintains a policy of not dispensing any medications to students, including, but not limited to aspirin, cold remedies, vitamins, etc.

## **Students Rights and Responsibilities**

### **Drug Free Work Place**

Students must follow the Drug Free policy of the Seattle Public Schools and any company policies that are in place for all employees. Seattle Public School's policy states, "Possession, use, sale, distribution or being under the influence of alcohol, drugs, or controlled substances is prohibited".

## Hiring and Firing

Inform intern(s) and the Internship Coordinator of your company's hiring and firing policies. An intern may be immediately terminated if he/she:

- Steals property while on the internship/job
- Harms or tries to harm anyone associated with the internship or the Seattle Public Schools
- Does not attend work or performs poorly on the job
- Commits a crime while on the job
- Falsifies time sheets

**Notify the Internship Coordinator immediately with any concerns.**

### Discipline Policies

*Please note that these are suggested guidelines. Policies should accommodate youth and other special needs, yet be stringent. Company policy and other factors may require that situations are resolved on a case-by-case basis. If disciplinary action is required, please remember to involve the intern as much as possible in that resolution. This is also part of the learning process and can lead to more beneficial resolution of difficult situations.*

Possible disciplinary actions that may be enforced include:

#### **Verbal Warning**

A verbal warning is the first step toward serious disciplinary action. It is a notice that a particular behavior, such as coming to work late, is unacceptable and improvement is expected.

#### **Written Warning**

If a verbal warning has been issued and ignored, or if a problem is more serious, an intern will be issued a written warning. This is a notice that identifies the problem area(s) and describes the specific expected behavior(s) and a timeline for these behavior improvements. It serves as a warning that additional problems of this kind may result in more severe disciplinary action including dismissal from the internship site. It is recommended that employers keep a copy of the written warning and notify the Internship Coordinator, if such action is taken.

#### **Dismissal from the Internship**

If there is reasonable evidence to establish that an intern has committed a serious rule violation, not met the behavior improvement outlined in a written warning, or is making it difficult for others to work, a supervisor may decide to immediately dismiss the intern. The Internship Coordinator and the intern's parent or guardian should be notified of this action as soon as possible. If the internship is during the school day and you can not reach the Internship Coordinator, notify the intern's school counselor.

## **Work-based Learning Internship Evaluation Instructions**

**What:** This form is required for all work-based learning internships, both paid and non-paid.

**Why:** Evaluations are a regular part of the working world. Interns need feedback on their worksite behavior and accomplishments as well as noting areas for improvement. Teachers and Coordinators need a tool to evaluate the effectiveness of their student preparation and screening. The evaluation will also be used to assign a grade for interns who are seeking internship credit.

**Who:** Items 1-8 are to be completed by the worksite supervisor and item 9 by the intern.

**When:** This form should be completed no later than the last day of the student internship as the worksite supervisor needs time to review the evaluation with the intern. Ideally, this evaluation will also be done at the midpoint of the internship in order to give the intern an opportunity to address areas of concern.

The numbered items that follow correspond with the circled numbers on the Internship Evaluation sample form.

1. Copy Learning Objective # 1, as stated in the Internship Learning Agreement (on the reverse side of the evaluation form).
2. Optional narrative comment on the progress of the intern towards Learning Objective #1.
3. Use the rating scale provided to evaluate the intern's progress toward Learning Objective #1.
4. Copy learning Objective #2, as stated in the Internship Learning Agreement (on the reverse side of the evaluation form).
5. Optional narrative comment on the progress of the intern towards Learning Objective #2.
6. Use the rating scale provided to evaluate the intern's progress toward Learning Objective #2.
7. Evaluation of intern's SCANS skills (basic skills, thinking skills and personal skills) using the rating scale provided. If the intern did not have the opportunity to demonstrate a given skill, check NA- not applicable. The comment area can be used to provide specific feedback related to the SCANS skill in question.
8. Dated signature of the worksite supervisor.
9. Dated signature of the intern after he or she has participated in a review of the evaluation with the worksite supervisor.

## Work-based Learning Internship Evaluation

Please use the rating scale below to evaluate the student in the following areas:

Rating Scale: 3=Exceeds work place standards

1=below workplace standards

2=Meets workplace standards

NA=Not Applicable

|   | Comments              | 3        | 2        | 1        | NA |
|---|-----------------------|----------|----------|----------|----|
| <input type="radio"/> Progress on Learning Objective #1 (see reverse) | <input type="radio"/> |          |          |          |    |
| <input type="radio"/> Progress on Learning Objective #2 (see reverse) | <input type="radio"/> |          |          |          |    |
| Basic Skills  |                       | <b>3</b> | <b>2</b> | <b>1</b> | NA |
| <b>1. Shows adequate level of math skills for the job</b>             |                       |          |          |          |    |
| <b>2. Shows adequate level of reading skills for the job</b>          |                       |          |          |          |    |
| <b>3. Shows adequate level of writing skills for the job</b>          |                       |          |          |          |    |
| Thinking Skills   |                       | <b>3</b> | <b>2</b> | <b>1</b> | NA |
| <b>4. Follows job safety and health rules</b>                         |                       |          |          |          |    |
| <b>5. Follows directions and asks for clarification</b>               |                       |          |          |          |    |
| <b>6. Shows good judgment and problem solving</b>                     |                       |          |          |          |    |
| Personal Qualities  |                       | <b>3</b> | <b>2</b> | <b>1</b> | NA |
| <b>7. Demonstrates punctuality</b>                                    |                       |          |          |          |    |
| <b>8. Meets attendance standards</b>                                  |                       |          |          |          |    |
| <b>9. Gives appropriate notice of absences</b>                        |                       |          |          |          |    |
| <b>10. Maintains neat, clean appearance and dress</b>                 |                       |          |          |          |    |
| <b>11. Cooperates with co-workers</b>                                 |                       |          |          |          |    |
| <b>12. Responds appropriately to supervisor(s)</b>                    |                       |          |          |          |    |
| <b>13. Completes tasks/assignments on time</b>                        |                       |          |          |          |    |
| <b>14. Is responsible and shows initiative</b>                        |                       |          |          |          |    |

\_\_\_\_\_  
Worksite Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern Signature\*

\_\_\_\_\_  
Date

\*Student signature denotes review of the evaluation with Worksite Supervisor

## **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 Supervisor at (206) 720-3428. You can also contact the Title IX officer listed 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, age, 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 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.**

## **Minor Work Permits**

*Washington State law requires that all employers who hire minors (under 18) obtain a Minor Work Permit before the minor starts working (interning). This Minor Work Permit is actually an endorsement added to your company's Master Business License. Once you obtain your Minor Work Permit, you will receive a form called the "Parent/School Authorization" for minor work. You need to fill out the employer section (top) of the form and give it to the student to get parent and school authorization. Your minor intern(s) must return the signed Parent/School Authorization prior to starting work. You must keep the signed "Parent/School Authorization" form on file for 3 years at your place of business. You also must post the Minor Work Permit in a visible location.*

### **How can I get my minor work permit endorsement?**

Employers can contact **The Department of Labor and Industries (L&I)** for an application:

|                 |                       |
|-----------------|-----------------------|
| <b>Seattle</b>  | <b>(206) 281-5505</b> |
| <b>Bellevue</b> | <b>(425) 990-1400</b> |
| <b>Tukwila</b>  | <b>(206) 248-8240</b> |

They can mail or fax you an application. There is an application fee of \$15. Once you receive your minor work permit endorsement, you must employ a minor within 60 days. If not, you must re-apply.

### **Are there any special instructions for completing the application?**

L&I provides you with detailed instructions which are pretty straightforward. The section where you detail the minor's work responsibilities is probably the most involved. Given that this is a school internship, you may want to list the learning activities of the interns and note that they are part of a vocational internship program.

### **How long will it take L&I to process my application?**

If your application is mailed into the Department of Licensing, processing will take approximately 4 weeks. For same-day service\* of your minor work permit endorsement, take your application to your nearest L&I service location (see phone numbers above) or to the Department of Licensing in Olympia. *\*Same day means 3 to 6 hours.*

### **How long is the minor work permit in effect?**

For one year following the date of issue.

### **How long is the Parent/School Authorization in effect?**

All Parent/School Authorization for minor work forms expire on September 30th. (If this is a summer internship and you choose to continue your minor intern's employment into the school year, you will need to get a new Parent/School Authorization form filled out.)

### **Who should you contact if you have questions?**

Internship Coordinator or Work-based Learning Program Supervisor  
Seattle Schools, Department of School-to-Work  
Phone: (206) 720-3428  
Fax: (206) 720-3429

## Student Learner Exemptions from Prohibited Duties

### Federal Statute: 29 CFR 570.50\*

c) Student-learners. Some sections of this subpart contain an exemption for the employment of student-learners. Such exemption shall apply when:

1. The student-learner is enrolled in a course of study and training in a cooperative vocational training program under a recognized State or local educational authority or in a course of study in a substantially similar program conducted by a private school; and
2. Such student-learner is employed under a written agreement which provides:
  - (i) That the work of the student-learner in the occupations declared particularly hazardous shall be incidental to the training;
  - (ii) That such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person;
  - (iii) That safety instructions shall be given by the school and correlated by the employer with on-the-job training; and
  - (iv) That a schedule of organized and progressive work processes to be performed on the job shall have been prepared.

**Each such written agreement shall contain the name of the student-learner, and shall be signed by the employer and the school coordinator or principal. Copies of each agreement shall be kept on file by both the school and the employer. This exemption for the employment of student-learners may be revoked in any individual situation where it is found that reasonable precautions have not been observed for the safety of minors employed thereunder. A high school graduate may be employed in an occupation in which training has been completed as provided in this paragraph as a student-learner, even though the youth is not yet 18 years of age.**

\*CFR - Code of Federal Regulations pertaining to U.S. Department of Labor

Title 29 - Labor

Chapter V - Wage and Hour Division, Department of Labor

Part 570 - Child Labor Regulations, Orders and Statements of Interpretation

Subpart E - Occupations Particularly Hazardous for the Employment of Minors Between 16 and 18 Years of Age or Detrimental to their Health or Well-being

## Prohibited and Hazardous Employment – All Minors

### Washington State Statute

**The following employment and occupations as outlined in subsections (1) through (30) of this section are prohibited for all minors, provided that** exemption will be allowed from subsections (5), (8), (9), (11), (13), (15), (16), and (23) of this section when the minor is participating in a bona fide cooperative vocational education program, diversified career experience program, or work experience program certified and monitored by the Office of the Superintendent of Public Instruction or the minor employee's school district; **further exemptions from the same numbered prohibitions will be allowed for any minor involved in an apprenticeship program registered with the Washington State Apprenticeship and Training Council. The state will not grant variances for employment or occupations prohibited by the United States Department of Labor.**

### Exemptions (subsections)

**(5) Occupations involving operation or repair, oiling, cleaning, adjusting, or setting up of any power-driven woodworking machines.**

**(8) Occupations involving operation or repair, oiling, cleaning, adjusting, or setting up of any power-driven metal-forming, punching, and shearing machines.**

(9) Occupations involving slaughtering, meat packing, processing, or rendering.

**(11) Occupations involving operation or repair, oiling, cleaning, adjusting, or setting up of any power-driven paper-products machines.**

**(13) Occupations involving operation or repair, oiling, cleaning, adjusting, or setting up of any power-driven circular saws, band saws, and guillotine shears.**

(15) All roofing operations

(16) Occupations involving excavations

(23) Occupations involving fire fighting and fire suppression duties.

## 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.

|   |   |
|---|---|
| <b>Using resources</b>  | <b>Reading / writing</b>  |
| ◆ Time, money, human resources, materials, and space  | ◆ Understanding what you read, writing legibility so people understand, using good grammar                            |
| <b>Working well with others</b>   | <b>Basic math</b>   |
| ◆ Participating as a team member, helping others, getting along with a diverse population                                     | ◆ Understanding addition, subtraction, multiplication, division, fractions, and percentages; knowing when to use math |
| <b>Finding and using information</b>  | <b>Communication skills</b>   |
| ◆ Knowing where to look, organizing information, interpreting, and analyzing  | ◆ Listening carefully, speaking clearly, being assertive, asking for help, being polite                               |
| <b>Understanding systems</b>  | <b>Thinking skills</b>  |
| ◆ How things fit together: small - such as filing, the telephone system; large - such as the bus system, company organization | ◆ Identifying problems, solving problems, making decisions, being creative  |
| <b>Using different technologies</b>   | <b>Personal responsibility</b>  |
| ◆ Knowing what tools are needed to get a job done, such as a pen, a computer, a map   | ◆ Arriving to work on time, following through, being prepared, honesty, good self-esteem                              |

How would you use these skills to:

Play soccer?

Look up a phone number?

Take a bus?

Help a friend?

Ask for Directions?

Write a note?

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?<br><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?  |