

# STUDENT'S RESPONSIBILITIES

1. Will report promptly on the days and hours mutually arranged with the employer.
2. Will notify the employer and coordinator well in advance when absence is unavoidable.
3. Will cooperate with the employing supervisor, engage in the assignment as a learning experience
4. Will make a weekly written report to the coordinator.
5. Will remain in the program for the entire school year.
6. Will take part in the selection of a workstation and the involved in maintaining a good relationship with the employer.
7. Will participate in the related student organizational activities.
8. Will not be permitted ( without approval from school coordinator ) to work on days when he/she is not in school.



## COORDINATOR'S RESPONSIBILITIES

1. Will, with the assistance of the employer or training supervisor, prepare a training plan of tasks to be learned on the job and related topics to be in school. A copy of this training plan will be kept on file with the employer, the coordinator, and the student.
2. Will make provision for all cooperative education students to receive the regularly scheduled instruction
3. Will visit each student a minimum of once per quarter at the training station and meet with the person to whom the student is responsible while employed.

4. Will endeavor to adjust all complaints with the cooperation of all parties concerned and will have the authority to transfer or withdraw a student.

## PARENT'S RESPONSIBILITIES

1. Will agree to the conditions of the student's participation in the Internship Program.
2. Will be responsible for the student's conduct both in school and on the job.

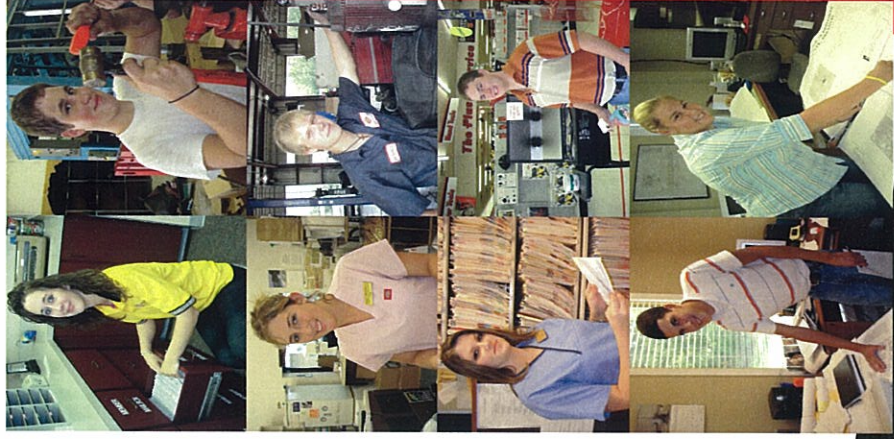


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# INFORMATION

## INTERNSHIP

The Cabot High School Internship Program is designed to assist students in their specific career focus areas and to help them successfully transition from school-to-career. Students who expect to begin their careers immediately upon high school graduation as well as those who need to complete post-secondary training prior to starting a career can benefit from the program. The structure involves a strong business partnership that links the program and its participants to current resources, information, and

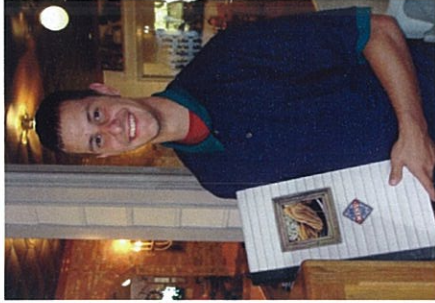


guidance from industry professionals. It provides intense, competency based classroom and work-site instruction specifically tailored to meet the needs of individual students. It also fosters articulation of programs between high school and post-secondary, credit-granting institutions and apprenticeship programs. A post-graduate's ongoing needs as they advance toward their identified career goals.

# Worksite Instruction

The Internship Coordinator must approve

individual worksites. Written agreements must be established between the school and the worksite that outline appropriate program delivery prior to student placement. Worksite instruction is guided by the employer and directly relates to the student's identified career major. Students may volunteer or be compensated for work performed at the worksite by the employer, if compensation is negotiated for an intern, it is based on fair standards.



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## COORDINATOR QUALIFICATIONS

- A. Education: The workforce Education Internship Coordinator shall have secondary certification in a specific occupational area with a vocational endorsement.
- B. Internship Endorsements: Prior to instructing and managing the Internship program, the Internship Coordinator must complete program management training developed and approved by the Department of Workforce Education.
- C. Work Experience: Workforce Education Internship Coordinator shall have a minimum of paid work experience

other than teaching.

- D. In-service Requirement: In order to maintain their Internship Endorsement, Internship Coordinators are expected to attend semiannual in-service training sessions sponsored by the Department of workforce Education.

## STUDENT ELIGIBILITY

- 1. Students must be sixteen years of age in order to meet labor law requirements



- 2. Students shall apply for acceptance to the Internship program. The student must also have the following.

A. An identified career focus on file.

B. Completion of at least two units and enrolled in a third unit of the career major.

- C. Academic standing of at least a 2.0 on a 4.0 scale.

- D. Acceptable attendance record.

- f. Membership in a vocational student organization the

## EMPLOYER'S RESPONSIBILITIES

- 1. Will provide an average minimum of ten hours of work/training per week.
- 2. Will provide the student with supervision by a qualified and experienced employer.
- 3. Will provide the student with the same consideration given to other employees in regard to safety, healthy, social, security and other general employment conditions.