

FREDERICK COUNTY PUBLIC SCHOOLS

ADDENDUM ADDRESSING THE COVID-19 PANDEMIC

Student, Parent/guardian, and Employer acknowledge that this addendum addresses COVID-19 related protocol requirements in the workplace today.

Student and Parent/guardian acknowledge reviewing and understanding The Centers for Disease Control and Prevention (CDC) basic guidelines for safe practices in the workforce including:

- Conducting a daily health check
- Wearing cloth face coverings, if appropriate
- Hand washing, along with cleaning and disinfecting surfaces
- Adhering to social distancing recommendations
- Other recommendations which an Employer may require

More information regarding COVID-19 and steps to reduce workers' risk of exposure and contamination is available at **cdc.gov** and the Student and family members are encouraged to review it for additional information.

Under the Occupational Safety and Health Act of 1970 (OSHA), employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to help ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance.*

As Employers take steps to reduce workers' risk of exposure and contamination, Employer acknowledges following OSHA and CDC ongoing updated strategies and recommendations responding to COVID-19, and will review these practices with Student.

All signatures must be affixed to this agreement before the student is allowed to participate in the program.

Employer Mentor's Signature Date

Parent's Signature Date

WBL Coordinator's Signature Date

Student's Signature Date

Information regarding OSHA/HHS Guidance can be found at <https://www.osha.gov/Publications/OSHA3990.pdf>*
Information regarding CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html#more-changes>

*For more information, visit www.osha.gov or call OSHA at 1-800-321-OSHA (6742), TTY 1-877-889-5627.

OHS Internship Program Course Description and Information Packet

Work Based Learning Coordinator: Amy Pyles

Phone: 240-566-9432 Email: amy.pyles@fcps.org

The goal of an internship experience is to learn about the student's career field of interest from a mentor in the career. Students complete an internship program under the cooperative supervision of their mentor and the Transition Education Coordinator. Students need to be motivated and capable of working independently to be successful in the internship program. Placements are approved by the school to ensure that the internship is appropriate and has educational significance. One credit will be earned for each block of internship completed.

Required Hours

Your internship will be conducted daily during the time you would otherwise be in school. Minimum hours required per semester are as follows:

1 block	7.5 hours/week	(135 hours total)
2 blocks	15 hours/week	(270 hours total)
3 blocks	22.5 hours/week	(405 hours total)
4 blocks	30 hours/week	(540 hours total)

Time Cards

You will submit your weekly time card on the last day of the school week showing the hours spent at the internship during the week. Time cards not turned in on the last day of each week will result in a 10% deduction.

Attendance

If you are absent or suspended, you are not permitted to attend your internship that day, regardless of the hours scheduled. Should you be absent or suspended, it is your responsibility to notify your mentor AND Mrs. Pyles by 9:00 that morning. If you need to schedule an absence (college visits, class field trip, etc.), contact Mrs. Pyles at least 5 days before absence for approval. Hours will need to be made up by coordinating with your mentor. Failure to notify the coordinator of an absence will result in a zero for the week's time card of occurrence. Failure to comply with the attendance policy will directly affect your term grade.

Grading

Students need to be motivated and capable of working independently to be successful in the Internship program. Term grades are determined by a written evaluation from your mentor and an evaluation by your coordinator (Mrs. Pyles). Both evaluations receive equal weight in determining your term grade, but a major problem in either area can cause failure for the term. Tutoring /consultation is available for students experiencing internship-related concerns. Please see your coordinator to arrange a time to meet. Failure to meet the minimum hours by the end of the semester will result in failure for the semester.

The following factors are used in determining your term grade:

- 50% Mentor's Evaluation of Performance
- 50% Coordinator's Evaluation, which includes:
 - School attendance and punctuality
 - Internship attendance and punctuality
 - Time cards submitted on the last day of the school week
 - Assigned projects throughout internship
 - Communicating concerns to Mrs. Pyles in a timely manner
 - Abiding by the terms of the Internship Agreement
 - Following school rules

- You can expect to earn an F in your internship for the term if you:
 - Are absent from school and your internship more than three days a term without a doctor's note
 - Go to your internship when you have been absent from school (includes lateness and leaving school early)
 - Are asked by your mentor to be removed from the internship program
 - Do not report internship information accurately to the coordinator
 - Do not turn in assignments
 - Do not turn in weekly time cards
 - Do not meet the needed hours for the program

If students, parents, or employers have questions or need to contact Mrs. Pyles (or need to turn in paperwork), choose to email amy.pyles@fcps.org or call 240-566-9432. Evaluations can be submitted by emailing or faxing to 240-566-9401.

Student Reminders

- Students may not work during any hours of any day if they are absent from school. No hours will be counted on a day that a student attended their internship and failed to attend school. This could cause loss of credit by not meeting hour requirements.
- Students MUST provide their own transportation to and from their internship. You CANNOT ride with another student to the internship site.
- When leaving the building to report to their internship, students must sign out at the attendance office.
- Students are NOT permitted to reenter the building unless returning for an after-school activity. If a student must return for an appointment at school, he or she must check in with the attendance office.
- Students are scheduled for a full day of classes until a request to change schedule is submitted to guidance from WBL Coordinator. All scheduling requests involving internships must come through Mrs. Pyles, WBL Coordinator. Approval for internships need to be obtained PRIOR to the last day for schedule changes (10th school day at the beginning of each semester) for schedules to be changed.

Internship Signature Page

Read and sign the agreement below:

If accepted for enrollment as an intern, I understand the Course Description and Information packet, program policies, grading policies, and regulations and acknowledge that failure to adhere to them could result in a failing grade or removal from the program.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Circle Requested Semester and block(s):

Semester I	Block	1	2	4	5
Semester II	Block	1	2	4	5

Program Requirements

1. 3.0 or higher cumulative GPA: _____
(weighted or unweighted) **Counselor Signature/Date**

2. No more than 10 absences for last semester: _____
Attendance Secretary Signature/Date

3. No referrals from last semester: _____
Administrator/AP Secretary Signature/Date

Internship Training Plan

Oakdale High School

Student Name _____

Mentor's Name and Title _____

Mentor's Email _____

Organization/Business _____

Address of Placement Site/Directions/Special Instructions for Access _____

Activities (daily duties, special training or projects, staff development, etc.):

1.

2.

3.

4.

5.

FREDERICK COUNTY PUBLIC SCHOOLS
MENTOR/INTERNSHIP
STUDENT-PARENT-SCHOOL SPONSOR AGREEMENT

Please print all information below

Student Name _____ Agreement Date _____
Street Address _____ City _____ Zip _____
Student Cell Phone _____ Student Email _____
Parent Cell Phone _____ Parent Email _____

Mentor's Name _____ Phone _____
Firm/Business Name _____ Email _____
Street Address _____ City _____ Zip _____
Student's intern assignment _____ Rate of pay (if applicable) _____

RESPONSIBILITIES

The Parent/Guardian:

1. Will permit the student to interview with and intern for the company above.
2. Will be responsible for the student's transportation to and from the internship site.
3. Will be responsible for the conduct of the student while in school and at the internship site.
4. Acknowledges that when the student leaves the school site to travel to the internship site the student is considered to be dismissed from the custody of the school.

The Student:

1. Will provide his or her own transportation to the internship site. Student carpooling is not permitted.
2. Will maintain regular attendance in the home school and at the site.
3. Will not be permitted to work unless classes in school are attended as scheduled. Any student suspended from school is considered suspended from the internship site as well and may not work until reinstated. In case of inability to attend school or the internship, the student agrees to notify the coordinator by 9:00 AM and the mentor at least three (3) hours before the time the student is scheduled to report.
4. Will not display a bad attitude, lack of courtesy, manners, obedience, industry, etc., pertaining to school activities, class or otherwise, or to activities on the site. Failure to make recommended corrections will result in the student being removed from the program.
5. Acknowledges that when he/she leaves the school site to travel to the intern site, he/she is considered as dismissed from the custody of the school.

The Sponsor:

1. Will provide the coordinator with a training plan that will benefit the sponsor and the student as related to the career objectives of the student.
2. Will provide at all times a healthful and safe working environment and comply with all applicable health and safety laws.
3. Will consult with the coordinator as soon as possible if any unsatisfactory situation arises regarding the student's work.
4. Will evaluate the student's progress periodically (at least quarterly) when requested by the coordinator.
5. Will not allow a student who is suspended from school or is absent from school to work except in unusual circumstances approved by the coordinator.
6. Will not discriminate on the basis of disability, race, color, sex, marital status, religion, age, or national origin and complies with Title VI, Title IX, Section 504 of the civil rights laws, and Maryland discrimination laws.
7. Certifies that a worker's compensation insurance policy is in force that provides coverage for the student; will, if requested by the coordinator, provide a current certificate of the insurance and a renewal certificate (if applicable) during the school year.

(Mentor's Signature and Date)

(Parent's Signature and Date)

(Coordinator's Signature and Date)

(Student's Signature and Date)