



Oakdale High School

Work Study vs Internship



Which one is right for you?

	Internships	Work-Study												
Description	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 WBL 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.	The objective of Cooperative Work-Study is to acquire the skills needed for success in the workplace to be college and career-ready. Students are employed in paid positions under the cooperative supervision of the job-site supervisor and the WBL Coordinator. Job sites are approved by the school to ensure that the employment activities have educational significance. One credit will be earned for each block of Cooperative Work Study. Students in Cooperative Work Study <u>must</u> also be enrolled in Advanced Career Development, Preparation and Transition course.												
Who?	Juniors or Seniors	Seniors												
How many hours do I have to work?	Your experience will be conducted daily during the time you would otherwise be in school. Minimum hours required per semester are as follows: <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">1 block</td> <td style="padding-right: 20px;">7.5 hours/week</td> <td>(135 hours total)</td> </tr> <tr> <td>2 blocks</td> <td>15 hours/week</td> <td>(270 hours total)</td> </tr> <tr> <td>3 blocks</td> <td>22.5 hours/week</td> <td>(405 hours total)</td> </tr> <tr> <td>4 blocks</td> <td>30 hours/week</td> <td>(540 hours total)</td> </tr> </table>		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)
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Attendance?	School day attendance is required each day to receive credit for work study and internships.													
Change of employment or internships?	You must notify the Work Based Learning Coordinator as soon as possible if you lose or change internships or you may lose credit.	You must notify the Work Based Learning Coordinator as soon as possible if you lose or change jobs or you may lose credit.												
Am I graded?	Yes. You are graded on completion of assignments and supervisor evaluations.													
Can I work for my parents?	No. Your parents or legal guardians cannot be your direct supervisor or employer.													
Do I get paid?	Some internships are paid, but most are not. You receive 1 weighted credit per block.	Yes, from your employer. You receive 1 unweighted credit per block.												
What do I need to verify the mentor/ employer?	An approved application packet. In addition, Employers have: <ul style="list-style-type: none"> - Minimum wage (If getting paid) - Taxpayer ID - Worker's Compensation 													

Can I do this if I take dual enrollment classes?	Yes, as long as you have 1 or 2 blocks available in your school day (blocks 1-5)
Where can I find out more about these programs?	The OHS Work Based Learning Coordinator, <i>Amanda McGrew</i> at amanda.mcgrew@fcps.org Or at our School's Website - https://education.fcps.org/ohs/home Look under "Quick Links & Forms" and click "Work Based Learning Packet"
Next Steps	Turn in the Agreement Form and Training Plan, to the OHS Work Based Learning (WBL) Coordinator. After your placement is approved, your counselor will be notified and they will contact you about the necessary schedule changes.



FREDERICK COUNTY PUBLIC SCHOOLS
WORK BASED LEARNING
STUDENT-PARENT-SCHOOL SPONSOR AGREEMENT

Please print all information below

Indicate Semester and Year:
Fall 20 _____
Spring 20 _____
Blocks: 1 2 4 5

Student Name _____ Agreement Date _____ Grad Year _____

Student Cell Phone _____ Student Email _____

Parent Cell Phone _____ Parent Email _____

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Mentor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Firm/Business Name \_\_\_\_\_ Mentor's Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Student's Job Title/Assignment \_\_\_\_\_ Rate of pay (if applicable) \_\_\_\_\_  
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RESPONSIBILITIES

The Parent/Guardian:

1. Will permit the student to interview with and work for the company above.
2. Will be responsible for the student's transportation to and from the job site.
3. Will be responsible for the conduct of the student while in school and on the job.
4. Will be responsible for the student for non scheduled work hours during the school day.
5. Acknowledges that when the student leaves the school site to travel to the work 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 job site. Student carpooling is not permitted.
2. Will maintain regular attendance in the home school and on the job.
3. Will report to work as scheduled by the employer on weekends, during school vacations, and even when the school is closed because of inclement weather.
4. Will not be permitted to work unless classes in school are attended as scheduled. Any student suspended from school is considered suspended from the training job as well and may not work until reinstated. In case of inability to attend school or work, the student agrees to notify the coordinator by 9:00 AM and the employer at least three (3) hours before the time the student is scheduled to report for work.
5. 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 job. Failure to make recommended corrections will result in the student being removed from the program and scheduled in school a full day. Should this be necessary during the last half of the school year, the student's graduation would be in jeopardy.
6. Will not sever connections with the firm or transfer to another employer without the approval of the coordinator and then only after necessary arrangements have been made.
7. Will have their work station approved by the coordinator prior to attendance in the work study program.
8. Will be rescheduled to a full day schedule if the above conditions are not adhered to.
9. Acknowledges that when he/she leaves the school site to travel to the work study site, he/she is considered as dismissed from the custody of the school.
10. Will supply the coordinator with weekly and monthly timecards.

The Employer/Sponsor:

1. Certifies that a verified and validated work permit is on file for the minor (student under 18 years of age).
2. 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 .
3. Will employ the student for a minimum of seven.five (7.5) hours per week per credit.
4. Will provide the coordinator with a training plan that will benefit the employer and the student as related to the career objectives of the student.
5. Will provide at all times a healthful and safe working environment and comply with all applicable health and safety laws.
6. Will pay at least minimum wage as stipulated by current Federal and State Minimum Wage Laws.
7. Will consult with the coordinator as soon as possible if any unsatisfactory situation arises regarding the student's work.
8. Will evaluate the student's progress periodically (at least quarterly) when requested by the coordinator.
9. 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.
10. 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.

Mentor's Signature and Date

Parent's Signature and Date

Coordinator's Signature and Date

Student's Signature and Date



Work Study Learning 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.	