



Oakdale High School

Work Study/Internship information

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>1 block</td> <td>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	An approved application packet. In addition, Employers have: <ul style="list-style-type: none"> - Minimum wage - 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?	<p>The OHS Work Based Learning Coordinator, Ms. Sharma - shivani.sharma@fcps.org. <i>***If after June 17th, please contact the new WBL Coordinator, Amanda McGrew at amanda.mcgreg@fcps.org</i></p> <p>Or at our School’s Website - https://education.fcps.org/ohs/home Look under “Quick Links & Forms” and click “Work Based Learning”</p>	
Next Steps	<p>Turn in the Agreement Form, Training Plan, and COVID Waiver 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.</p> <p>The OHS Work Based Learning Coordinator, Ms. Sharma - shivani.sharma@fcps.org. <i>***If after June 17th, please contact the new WBL Coordinator, Amanda McGrew at amanda.mcgreg@fcps.org</i></p>	



**FREDERICK COUNTY PUBLIC SCHOOLS
COOPERATIVE WORK STUDY
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 _____

Student Cell Phone _____ Student Email _____

Parent Cell Phone _____ Parent Email _____

Mentor's Name _____ Phone _____

Firm/Business Name _____ Mentor's 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



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.	

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.