



Bitney Internship Program – Student Packet

Student Packet

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Bitney Internship Program – Student Packet

Dear Prospective Intern:

Thank you for your interest in the Bitney Internship Program (BIP). The Bitney Internship is a program for high-school students requiring a semester or full year-long commitment. Internships allow students to explore their career interests, gain valuable work experience, develop and enhance professional skills required for success in the work and careers they pursue after high school, and earn credit toward their high school diploma, or community service hours.



In addition to enhancing students' general educational skills, the Internship Program exposes students to the role of worker, citizen and successful individual, providing knowledge helpful for making choices about personal employment, careers and directions for further education. Rather than taking academic classes during elective period(s), Internship Program students participate in an unpaid internship where they become actively involved in business, government, industry, research, or social services. Although it is treated like “real” employment, it differs from a “job” in that the student is volunteering their time in exchange for on-the-job training and experience. The BIP Coordinator acts as the class instructor, working with students, as well as with site supervisors, to coach, mentor and assist should problems arise

Students also are required to meet regularly with the Internship Coordinator where they explore career and workplace issues, and get prepared for the placement with a particular internship employer. The student will be expected to produce a resume, and cover letter prior to placement.

In order to participate in the Internship Program, students must meet the following requirements:

- Complete the preliminary application process including: counselor and teacher recommendations, parental permission, and Memorandum of Understanding
- Have a 2.0 grade point average
- Arrange their own transportation both to and from their internship site.
- Willingness to submit to a drug screen, if required by employer

Required Forms during Internship:

1. **Time Sheet** (Submit one time sheet each week showing hours worked during the previous week at Internship, signed by supervisor and student). Required for credit. Turn in to Supervisor.
2. **Supervisor Evaluation Form**

Credit:

Credit for the Internship Program is granted for both participating in the seminar and working at the Internship site. Students may choose to receive credits (up to 10 credits, equivalent to one credit for every 15 hours worked) or community service hours. The internship portion is graded on a Pass/Fail basis, based on Internship coordinator and supervisor evaluations. A maximum of 40 credits can be earned toward graduation, and credits will be earned in the Electives category. The internship can be repeated..

Meeting with Internship Coordinator:

Students are expected to meet regularly with the Internship Coordinator. Depending on student's schedule, they may meet during their study period, lunch, or after school. Before being placed, the student will work with the coordinator to make sure they are prepared for the workplace, and will be expected to produce a resume and cover letter. Career counseling and other services are available for students who are not sure about their future plans.

Application:

To begin the application process, students need to complete the attached Internship Application Packet, either on-line on the website, or with pen and paper, and return them to the Internship Coordinator (The Internship Coordinator's email address is internshipcoordinator@bitneyprep.net).

Requirements for Internship Employers/Businesses:

- Approved by the Internship Coordinator
- Job site supervisors willing to provide monthly student evaluations.
- The business is not located on or within private residential property (home-based business).
- The business is open to the public, allowing unrestricted access to the BIP Coordinator during school hours
- Working conditions are safe, moral, and legal.
- Student has direct adult supervision.
- A supervisor is present at the business during school hours (Monday – Friday, 8am-5pm).
- Students work meets the requirements of labor laws and regulations set forth by the government
- A minimum of 4 hours a week of work is available to the intern.
- The internship will last the entire semester.
- Business is NOT a temporary employment agency.
- Internship site supervisor provides a valuable learning situation, keeps records of student attendance, provides a performance evaluation and letter of recommendation, and agrees to all of the above conditions.
- [Permission To Work After 10 P.M.](#) (Optional Form) Required if under age 18 to work after 10 p.m. evenings before a school day.
- Parent/Guardian, internship site supervisor, and Work Experience Education teacher coordinator must sign application.
- See attached document regarding labor laws, etc.*

Examples of Common Unacceptable Internships

- Babysitting/child care, housekeeping (no paycheck stub & home-based business), street sign holding, or door-to-door sales (unsafe, no supervision).

BITNEY INTERNSHIP STUDENT FAQs

1. What do I have to do to qualify for an internship?

You have to have a 2.0 or better GPA, fill out the paperwork, get a parental signature, take the Internship elective, complete a resume, gather at least one letter of recommendation and pass an interview.

2. How long does the internship last?

School semesters are about 18 weeks. Considering a little time to get things set up, first internships may last about 15 weeks. If the internship works well and both parties choose to repeat the internship, it may last for 9 months to a year.

3. How many hours should I plan for?

Most students will intern from 4-12 hours a week, but all sorts of options are available. It depends on the placement, and on your availability.

4. When will I do an internship?

Usually after school (either around 2:30 or around 3:30), but some of you may have early dismissal and could begin internships around noon. In some cases, students may do work on the weekend, or during the summer.

5. What happens if the internship doesn't work out?

A certificated teacher and our career coach will supervise all of the internship placements. If for any reason you are dissatisfied with the internship (personality issues, lack of meaningful work), you will be able to bring these issues up in your Internship elective, and we will work to resolve the situation.

6. Do I get academic credit or community service hours for the internship?

Yes, either academic credit (for electives) or community service hours. You also receive a grade in the internship elective, and a pass or fail for the internship itself. Assuming you do well, you will also get a letter of recommendation from the employer, and the internship will show up on your school transcript.

7. What if I don't like my internship – do I have to stay with it for the semester?

Yes. Unless there are serious issues between you and your employer, we expect you to finish your internship. You can learn a lot from an unsatisfactory placement, including which jobs you don't want! If you abandon an internship, you will not qualify for the internship program any longer.

8. Will I be drug tested before my internship?

Depends. You should be ready to be drug tested, because some employers will require it. If you can't pass a drug test, you may wish to consider changing your lifestyle prior to entering the program.

9. Are there any paid internships?

Some, but don't count on it. You'll be paid through training and skills, and through real-life experiences.

10. Can I set up an internship with a company or business I know?

Yes. If you have a situation you are interested in, feel free to set up an internship and then come see us to make sure you get credit and that it shows up on your transcripts.

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FORM 1. PARENT PERMISSION FORM

I give my student, _____, permission to submit an application to be reviewed for the Bitney Internship program. I have reviewed the internship information packet with my student and understand what is expected of them if they decide to pursue the program.

I understand it is my responsibility to take an active role in helping my student to locate an Internship site when possible, and to reinforce the need for good work habits and attendance. I will also ensure that my student has transportation to and from the Internship site.

Parent Name and Signature

Date

Student Name and Signature

Date

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FORM 2. STUDENT APPLICATION FORM

STUDENT NAME: _____

GRADE LEVEL: _____ PROJECTED DATE OF GRADUATION: _____

EMAIL ADDRESS: _____ MOBILE #: _____

NAME OF PARENT/GUARDIAN: _____

MOBILE #: _____

NAME OF PARENT/GUARDIAN: _____

MOBILE #: _____

CURRENT GPA (GRADE POINT AVERAGE): _____

ARE YOU INTERESTED IN A SUMMER INTERNSHIP? : _____

WHAT DAYS/HOURS ARE YOU AVAILABLE?: _____

In the space provided, please describe why you are interested in applying for the Bitney Internship Program:

Are you interested in one of the existing Internship sites, or are you more interested in developing your own site? If so, what sort(s) of worksites are you interested in?

Do you have previous work experience, paid or unpaid? Please describe.

What specific skills do you think that you could offer potential employers (physical, computer, work well with people, customer-oriented, writing skills, etc.)?

If we were to contact a former employer, parent, teacher, or anyone else who may have opinions about your work ethic, what do you think that they would say?

PLEASE SIGN & DATE:

NAME

DATE



FORM 3: COUNSELOR RECOMMENDATION

COUNSELOR'S NAME: _____ DATE: _____

STUDENT'S NAME: _____

VERIFIED CURRENT GPA _____ GRADE LEVEL: _____

PROJECTED GRADUATION DATE: _____

Does the student have a history of excessive school absences or tardies?

Explain:

Do you feel that this student will be able to meet the criteria to participate in the Internship Program?

Please comment further regarding whether you believe that this student can be successful in such a program.

Please return this form directly to the Internship Coordinator at your earliest convenience at internshipcoordinator@bitneyprep.net. (this form is considered confidential)

PLEASE SIGN & DATE:

NAME

DATE

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FORM 4a: FACULTY RECOMMENDATION

Faculty Name: _____ Date: _____

Student Name: _____

Grade Level: _____ Projected Date of Graduation: _____

You have been chosen to recommend a student for Bitney College Prep High School's Internship Program. Please offer any evaluation and insight answering whether you believe that this student will (1) benefit from such a program and (2) if you believe that they will be successful in it.

In what classes have you observed this student:

Please rate this student in the following qualities:

	<i>Needs Help</i>	<i>Fair</i>	<i>Average</i>	<i>Good</i>	<i>Excellent</i>
<i>Relating to others</i>	<input type="checkbox"/>				
<i>Attendance</i>	<input type="checkbox"/>				
<i>Punctuality</i>	<input type="checkbox"/>				
<i>Cooperativeness</i>	<input type="checkbox"/>				
<i>Personal Appearance</i>	<input type="checkbox"/>				
<i>Expression of Ideas</i>	<input type="checkbox"/>				

Continued

	<i>Needs Help</i>	<i>Fair</i>	<i>Average</i>	<i>Good</i>	<i>Excellent</i>
<i>Industriousness</i>	<input type="checkbox"/>				
<i>Reliability</i>	<input type="checkbox"/>				
<i>Scholarship (ability)</i>	<input type="checkbox"/>				
<i>Initiative</i>	<input type="checkbox"/>				
<i>Leadership Qualities</i>	<input type="checkbox"/>				

Please return this form directly to the Internship Coordinator at your earliest convenience at internshipcoordinator@bitneyprep.net. (this form is considered confidential)

PLEASE SIGN & DATE:

NAME

DATE

FORM 4b: FACULTY RECOMMENDATION

Faculty Name: _____ Date: _____

Student Name: _____

Grade Level: _____ Projected Date of Graduation: _____

You have been chosen to recommend a student for Bitney College Prep High School's Internship Program. Please offer any evaluation and insight answering whether you believe that this student will (1) benefit from such a program and (2) if you believe that they will be successful in it.

In what classes have you observed this student:

Please rate this student in the following qualities:

	<i>Needs Help</i>	<i>Fair</i>	<i>Average</i>	<i>Good</i>	<i>Excellent</i>
<i>Relating to others</i>	<input type="checkbox"/>				
<i>Attendance</i>	<input type="checkbox"/>				
<i>Punctuality</i>	<input type="checkbox"/>				
<i>Cooperativeness</i>	<input type="checkbox"/>				
<i>Personal Appearance</i>	<input type="checkbox"/>				
<i>Expression of Ideas</i>	<input type="checkbox"/>				

Continued

	<i>Needs Help</i>	<i>Fair</i>	<i>Average</i>	<i>Good</i>	<i>Excellent</i>
<i>Industriousness</i>	<input type="checkbox"/>				
<i>Reliability</i>	<input type="checkbox"/>				
<i>Scholarship (ability)</i>	<input type="checkbox"/>				
<i>Initiative</i>	<input type="checkbox"/>				
<i>Leadership Qualities</i>	<input type="checkbox"/>				

Please return this form directly to the Internship Coordinator at your earliest convenience at internshipcoordinator@bitneyprep.net. (this form is considered confidential)

PLEASE SIGN & DATE:

NAME

DATE



Form 5. Internship Early Dismissal Form

This document gives permission to the student below to leave campus before the end of the school day in order to participate in the Bitney Internship Program.

Student Name: _____ Student Phone: _____

Parent/Guardian Name: _____ Parent Phone: _____

Student will be leaving Bitney Campus on the following days and times each week:

Beginning Date: _____ Ending Date: _____

Days of the Week Leaving Campus: M _____ Tu _____ W _____ Th _____ F _____

Time Leaving Campus: M _____ Tu _____ W _____ Th _____ F _____

Please notify the School office and Internship Coordinator immediately if there are any changes to the above schedule.

_____ is granted permission
STUDENT NAME

to be dismissed from BCPHS according to the above schedule.

School Administrator Date

Parent/Guardian Date

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Bitney Internship Application Checklist

Please be sure to complete and return, signed and dated, each of the following:

<u>Name of Document</u>	<u>Completion</u>
Parent Permission	<input type="checkbox"/>
Student Application	<input type="checkbox"/>
Counselor Recommendation	<input type="checkbox"/>
Faculty Recommendation #1	<input type="checkbox"/>
Faculty Recommendation #2 (two are needed)	<input type="checkbox"/>
Internship Early Dismissal Form	<input type="checkbox"/>

Are You a Working Teen?



Could I Get Hurt or Sick on the Job?

Every year nearly 30 teens under 18 die from work injuries in the United States. Another 27,000 get hurt badly enough that they go to a hospital emergency room.

- » 18-year-old Anna caught her hand in an electric cabbage shredder at a fast food restaurant. Her hand is damaged for life and she'll never have full use of it again.
- » 17-year-old Joe lost his life while working as a construction helper. An electric shock killed him when he climbed a metal ladder to hand an electric drill to another worker.
- » 16-year-old Donna was attacked and robbed at gunpoint at a sandwich shop. She was working alone after 11 p.m.

Why do injuries like these occur? Teens are often injured on the job due to unsafe equipment, stress, and the rushed pace of work. Also they may not receive adequate safety training and supervision.

Teens are much more likely to be injured when they work on jobs they are not allowed to do by law.

What Hazards Should I Watch Out for?

Type of Work	Examples of Hazards
Janitor/ Clean-up	<ul style="list-style-type: none">» Toxic chemicals in cleaning products» Blood on thrown out needles
Food Service	<ul style="list-style-type: none">» Slippery floors» Hot cooking equipment» Sharp objects
Retail/ Sales	<ul style="list-style-type: none">» Violent crimes» Heavy lifting
Office	<ul style="list-style-type: none">» Stress» Harassment» Poor computer work station design

PROTECT YOUR HEALTH! KNOW YOUR RIGHTS!

What Are My Rights on the Job?

By law, your employer must provide:

- » A safe and healthful workplace.
- » Training on chemicals and other health and safety hazards.
- » Clothing and equipment that protects the worker.
- » At least the California minimum wage - \$8.00 an hour through June 30, 2014; \$9.00 an hour starting July 1, 2014; \$10.00 an hour starting January 1, 2016. In some cases, employers can pay less than minimum wage during your first 160

hours of work if you have not worked before in the same type of job.

- » 1/2 hour meal break after no more than 5 hours; 10 minute rest period after each 4 hours.
- » Workers' compensation benefits if you are hurt on the job. These include:
 - » Medical care for your injury, whether or not you miss time from work.
 - » Payments if you lose wages for more than 3 days.
 - » Other benefits if you become permanently disabled.

You also have a right to:

- » Report safety problems to Cal/OSHA.
- » Work without racial or sexual harassment.
- » Refuse to work if you could be killed or badly hurt by doing the task.
- » Join or form a union.

What Should I do to Protect Myself on the Job?

To work safely you should:

- » Follow all safety rules and instructions; use safety equipment and clothing that protects you, when it's needed
- » Watch out for problems that might hurt other workers
- » Keep work areas clean and neat
- » Know what to do in an emergency
- » Report any health and safety hazard to your supervisor
- » Ask questions if you don't understand something

Do I Need a Work Permit?

YES. If you are under 18 and plan to work, you must get a work permit from your school or school district office (unless you have graduated).



What If I Get Hurt on the Job?

- Tell your supervisor right away. If you're under 18, tell your parents or guardians too.
- Get emergency medical treatment if you need it.
- Your employer must give you a claim form. Fill it out and return it to your employer. This helps ensure that you receive workers' compensation benefits.

WORKERS' COMPENSATION

Did You Know?

You can receive benefits:

- Even if you are under 18.
- Even if you are a temporary or part-time worker (in most cases).
- You receive benefits no matter who was at fault for your job injury.
- You don't have to be a legal resident of the U.S. to receive workers' compensation benefits.
- You can't sue your employer for a job injury (in most cases).

What If I Have a Safety Problem?

Talk to your supervisor, parents, teachers, job training counselor, or union (if any) about the problem. If you need help, contact one of these agencies.

For health and safety information and advice:

- California Partnership for Young Worker Health and Safety.
Materials available in English and Spanish.
(888) 933-TEEN
www.youngworkers.org
- UC Berkeley Labor Occupational Health Program
(510) 642-5507
www.lohp.org
- UCLA Labor Occupational Safety and Health Program
(310) 794-5964
<http://losh.ucla.edu/yw/>

To make a health or safety complaint:

- Cal/OSHA
(800) 963-9424
www.dir.ca.gov/DOSH
- OSHA (Occupational Safety and Health)
(800) 321-OSHA
www.osha.gov

To make a complaint about wages or work hours:

- California Labor Standards Enforcement
(415) 703-5300
www.dir.ca.gov/DLSE
- US. Department of Labor
(866) 487-9243
www.dol.gov/whd/

To make a complaint about sexual harassment or discrimination:

- California Fair Employment and Housing
(800) 884-1684
www.dfeh.ca.gov
- US Equal Employment Opportunity Commission
(800) 669-4000
www.eeoc.gov/youth/

For information about benefits for injured workers:

- California Workers' Compensation – Information and Assistance
(800) 736-7401
www.dir.ca.gov/DWC



LOHP
LABOR OCCUPATIONAL
HEALTH PROGRAM

youngworkers.org

You have a right to speak up!

It is against the law for your employer to fire or punish you for reporting a workplace problem or injury, or for claiming workers' compensation.

The information in this factsheet reflects your state and/or federal labor laws, whichever are more protective. The more protective laws usually apply. Check with the state agencies listed above.

Is It OK to Do Any Kind of Work?

NO. There are laws that protect teens from doing dangerous work.

In California no worker under 18 may:

- » Drive a motor vehicle on public streets as a main part of the job (17-year-olds may drive in a few specific cases.)
- » Drive a forklift or other heavy equipment
- » Use powered equipment like a circular saw, box crusher, meat slicer, or bakery machine
- » Work in wrecking, demolition, excavation, or roofing
- » Work in logging or a sawmill
- » Prepare, serve, or sell alcoholic drinks
- » Work where the teen is exposed to radiation

Also, no one 14 or 15 years old may:

- » Do any baking
- » Cook (except with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that automatically lower and raise the baskets)
- » Work in dry cleaning or a commercial laundry
- » Do building, construction, or manufacturing work
- » Load or unload a truck, railroad car, or moving belt.
- » Work on a ladder or scaffold

Are There Other Things I Can't Do?

YES. There are other rules about the type of work you can and cannot do. You must be at least 14 years old for most jobs except for informal jobs like babysitting or yard work. Check with your state labor department, school counselor, or job placement coordinator to make sure the job you are doing is allowed.



Should I Be Working This Late or This Long?

Child labor laws protect teens from working too long, too late, or too early.

This table shows the hours teens may work. (Some school districts may have more strict rules. Also, there are some exceptions for teens in work experience education programs.)

WORK HOURS FOR TEENS		
	Ages 14-15:	Ages 16-17:
Work Hours	<ul style="list-style-type: none"> » 7 am–7 pm, from Labor Day–June 1 » Not during school hours » 7 am–9 pm, from June 1–Labor Day 	<ul style="list-style-type: none"> » 5 am–10 pm when there is school the next day » 5 am–12:30 am when there is no school the next day
The most hours you can work when school is in session	18 hours a week, but not over: <ul style="list-style-type: none"> » 3 hours a day on school days » 8 hours a day Saturday –Sunday and holidays 	48 hours a week, but not over: <ul style="list-style-type: none"> » 4 hours a day Monday–Thursday » 8 hours a day Friday–Sunday and holidays
The most hours you can work when school is not in session	<ul style="list-style-type: none"> » 40 hours a week » 8 hours a day 	<ul style="list-style-type: none"> » 48 hours a week » 8 hours a day