



CTE Internship Policy

Merit Preparatory Academy

Purpose

Students will explore career options, develop appropriate workplace skills, and relate academic skills to real-world applications to make informed decisions about their future.

Definitions

CTE Charter Consortium: the group of charter schools in the Northern Utah CTE Charter Consortium, as stated in the current Memorandum of Understanding.

CTE Internship: an experience where students work for an employer for a minimum of 40 hours to learn about a particular industry or occupation. It can be paid or unpaid and on or off-campus.

School Coordinator: each participating school will have a coordinator to oversee the CTE Internship Program.

Industry Partner: the person is representing an industry partnership with the School Coordinator.

Industry Mentor: the contact at the industry partner overseeing the student's CTE 40-hour Internship.

Student Enrollment and Involvement in CTE Internship

Students must meet the following prerequisites before participation in the CTE Internship Program:

1. The CTE Internship is a Pathway completer course. Students must meet one of the following criteria:
 - a. Pass at least one course within a CTE Pathway with a C or better.
 - b. Teacher approval before enrollment.
2. At least a Junior in High School and at least 16 years old.
3. Complete the application and interview process.

Students' requirements to participate in the CTE Internship:

1. Regularly attend school and internship and maintain a "C" average. Follow all rules of the program and notify the school/program and employer before any absences.
2. Demonstrate integrity, professionalism (ex: punctuality, a cooperative attitude, proper grooming, dress, etc.), and a willingness to learn.
3. Consult with the School Coordinator and/or Industry Partner concerning problems at the work site.
4. Observe the rules, confidentiality, regulations, and safety standards of the internship work site.
5. Complete required assignments (ex: weekly log, reflection, digital portfolio/LinkedIn, etc.) and all necessary information, reports, and time sheets for the 40-hour internship.
6. For virtual internships, all virtual meetings, team meetings, any and all direct communication, etc. will always be recorded.

7. If paid, work injuries or occupational diseases sustained or contracted during the internship are covered by the employer's workers' compensation insurer.
8. If unpaid, work injuries or occupational diseases sustained or contracted during the internship are covered by local educational agencies' worker's compensation insurer. Any additional insurance desired is the responsibility of the parent or guardian.
 - a. If medical attention is required after a work injury, a worker's compensation claim may be filed by calling LEAs contact they provide on the Training Agreement.
9. Transportation to and from the internship is the responsibility of the parent/guardian. Under no circumstances will the participants ever transport other students in their vehicle en route to or from the work experience.
10. Refrain from driving a vehicle or operating heavy machinery while at worksite. This is in accordance with Utah State Risk Management. If the student has a paid internship, please check with Employer's insurance.

Industry Partner Responsibilities in CTE Internship

The Industry Partner is to provide a quality CTE Internship experience. They will interview the CTE Internship candidate(s) to confirm the student is the right fit for their company. Additionally, they will work closely with the School Coordinator to ensure the success of each student.

Supervision:

1. The Industry Partner will work with the School Coordinator to develop a Skills Grid that supports ongoing student growth.
2. Provide appropriate adult supervision for students at the worksite.
3. The Industry Partner must complete the Worksite Safety Agreement OR a criminal background check (can do both):
 - a. [Worksite Safety Agreement](#):
 - i. Ensure that an intern is not intentionally left alone with an employee for any significant time during the internship.
 - ii. Maintain compliance with all applicable state and federal workplace and student safety, privacy, and welfare laws.
 - iii. Provide a safe, educational, courteous, and welcoming professional environment free of harassment or discriminatory conduct that may result in a hostile, intimidating, abusive, offensive, or oppressive learning environment.
 - b. **Or complete a criminal background check.**
 - i. Individuals are to submit to a criminal background check [Section 53G-7-904](#).
4. Consult the School Coordinator regarding problems related to the work experience and contact the School Coordinator before considering suspension, transfer, or termination.
5. Conform to state and federal labor laws.
6. Verify work and attendance records.
7. Assure that work-related experiences are offered to all students regardless of race, color, national origin, sex, or disability.

Training:

1. Provide specific training, including safety, unique to their site, contributing to the student's education as followed in the Training Agreement and personalized Skills Grids.

Evaluation:

1. The Industry Partner will communicate with the School Coordinator on an ongoing basis regarding student progress and/or problems before considering suspension, transfer, or termination.
2. Verify attendance and performance of the student.
3. Will complete ongoing evaluation (such as feedback on LinkedIn) and the Exit Evaluation provided by the School Coordinator.

School Responsibilities in CTE Internship

It is the responsibility of the LEA to have a qualified School Coordinator trained in the expectations and responsibilities of the CTE Internship. They will work closely with the CTE Director.

Supervision:

1. Approve the Industry Partner and work site, including verifying adherence to state and federal safety laws and school requirements.
2. Create, with Industry Partner, a Skills Grid for Intern.
3. Serve as liaison to all parties involved in the CTE Internship Agreement.
4. Conduct work-site visits throughout the 40-hour internship (as needed).
5. Monitor completion of written work and forms to ensure grade and award credit.

Training:

1. Coordinate related training for the student to be successful before, during, and after the internship.
2. Before placement in an off-campus worksite, instruct the student about safety, health hazards in the workplace, and what to do in case of injury on the worksite.

Evaluation:

1. Coordinate with the employer on the evaluation of the student.
2. Conduct observations of the student on the job (if needed). Coordinate with the student to complete a self-evaluation.

Parental Involvement

The parent's role is to support and encourage the student throughout the internship.

1. Support the student's participation in the 40-hour CTE Internship (ex, signing agreement forms, supporting attendance, etc.).
2. Provide and accept liability for transporting the student to and from the worksite.
3. Assume responsibility for the student's released time from school.

Insurance Coverage

The LEA or Industry Partner must provide and identify adequate insurance coverage.

1. Students enrolled in an LEA-sponsored CTE Internship with a cooperating employer with no compensation are considered volunteer employees of the LEA and are therefore covered by the LEA's Workers' Compensation plan for on-the-job injuries and occupational diseases (as stated in [Utah Code 53G-7-903](#)).
2. Students enrolled in paid CTE Internships for a cooperating employer are considered their employees and are covered by the employer's workers' compensation plan for on-the-job injuries and occupational diseases.

Transportation

Students driving themselves to and from off-campus work sites are prohibited from transporting other students and would have to be approved by the student's guardian. Otherwise, the student's parent or guardian is responsible for providing the student transportation to and from the student's off-campus work site.

Academic Credit

Credit for the CTE Internship course is awarded based on individual school policy. The CTE Internship course is typically a 0.5 credit semester pass/fail course. To receive credit, the student must complete all requirements for the internship as outlined in the CTE Internship Agreement, including 40 hours and completion of an electronic portfolio, such as a LinkedIn portfolio.

*** The cooperating employer, school, and consortium all prohibit discrimination against students and other employees based on race, color, national origin, gender, religion, age, or disability in its treatment and assignment of students to jobs, hours of employment, levels of responsibility, and pay.*

Board Approved: 5/16/23