

INTERNSHIP POLICY

MISSION

The mission of the Connecticut Technical High School System is to provide a world-class, unique and rigorous learning environment for high school students and adult learners that:

- Ensures both student academic success and career technical education mastery, as well as promotes enthusiasm for lifelong learning;
- Prepares students for post-secondary education, including apprenticeships and immediate productive employment;
- Engages regional, state, national and international employers and industries in a vibrant collaboration to respond to current, emerging and changing global workforce needs and expectations; and
- Pursues and participates in global partnerships that provide CTHSS students with international exposure and experience.

PERTINENT LAW AND INFORMATION

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;

5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act's minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA's definition of "employ" is very broad. Some of the most commonly discussed factors for "for-profit" private sector internship programs are considered below.

POLICY

An Internship will be provided in the Connecticut Technical High Schools in order to expand and enhance the student's learning with actual job site experiences, and to facilitate the transition from school to work. The program will be available to qualified students who have demonstrated readiness to benefit from an Internship. A prerequisite will be compliance with all stated requirements and a signed Internship Agreement between the student, parent/legal guardians, school, and the employer.

DESIGNATION OF AUTHORITY

The Superintendent of the Connecticut Technical High School System is authorized to develop administrative procedures regarding all School-to-Career programs, including the Internship.

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INTERNSHIP PROCEDURES

OBJECTIVES

The objectives of the Internship are as follows:

- To expand and enhance the student's learning through planned career experiences in an actual work setting.

- To help the student make the transition from school to work and career.
- To teach the environment of work.
- To increase the student's awareness and appreciation of the relevance of academic subjects as they apply to their occupational choice.
- To provide the student with opportunities for potential career placement in their occupational choice.
- To project a positive image for students through involvement in business and industry.

STUDENT ELIGIBILITY

Internship may be provided to any student of not less than sixteen (16) years of age who meets the criteria of the Internship.

A student may be admitted any time after the completion of the sophomore year.

The student must have and maintain an overall marking period grade average of 70 or above, with no failures, and a minimum grade of 70 or above in their trade area.

The student must demonstrate trade proficiency by having grades of acceptable or better in learning areas in which he/she has been instructed based on performance criteria established in the curriculum.

The student must be in compliance with the school attendance and discipline policies.

Placement in a business owned by a parent or relative is not permitted

Minor students enrolled in an Internship are permitted to work in most age restricted and hazardous occupational areas. Specific reference should be made to Connecticut General Statutes, Section 31-23.

Any post-secondary student who has and maintains an average of 70 or above in their trade area and would benefit by an Internship placement as determined by the Department Head and approved by the school Principal may be eligible.

Post-secondary student participation is limited to 21 school release hours per week until the mid-point of the second semester after which there is no restriction on hours, with INTERNSHIP providing training in enhanced skills.

The student may be withdrawn from the program by request of the student's parent/legal guardian, the school, the employer, or the student.

Final decision of eligibility rests with the school Principal in consultation with the Trade Department Head, Guidance Department, and WBL Coordinator.

HOURS OF EMPLOYMENT

While school is in session, juniors may be released no more than 14 school hours per week and no more than 25 school hours per nine (9) day cycle. Seniors may be released no more than 21 school hours per week and no more than 38 school hours per nine (9) day cycle until the beginning of the second semester after which there is no restriction on hours as long as shop theory, trade related electives, and graduation requirements are met.

The ability to participate in an internship continues while the student is in the academic cycle. As such the student can legally work during early release, after school, and weekend/holidays with all internship benefits and protection.

When school is not in session (summer vacation, school vacations, Saturday and Sundays) students may work the legal per day/per week maximum established by state statute and the Department of Labor.

Provisions shall be made to ensure that students in the program will have a minimum of ninety hours of shop theory per year, the fulfillment of time to be determined by individual schools.

When school is in session, no student shall be assigned to a job which will require driving more than forty-five miles one way to the job.

Final decisions, relative to hours of participation up to the established maximum for all students, rest with the school Principal in consultation with the Trade Department Head and the WBL Coordinator.

If school is canceled due to inclement weather, participation in internship is not required for that day due to safety concerns for student travel.

INSURANCE

Students and the school are protected by the Claims Process similar to what happens when there is an accident on production work or other off campus event such as a field trip.

Insurance offered by Colonna Agency that has been purchased by the student provides coverage as well, but not all students will have purchased this.

Therefore a student enrolled in in the program, and the school, have the usual protection. However an employer or job site must rely on their own insurer if there is personal injury or property damage. This information must be clearly articulated

to the potential placement site, and if understood and agreed to then the programs can be implemented.

**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM
INTERNSHIP**

Student Name: _____ Employer's Name: _____

DAILY WORK RECORD

Date	Time (From-To)	Job Worked On (Description)	Suggested Shop/Skill Training (if needed)

Instructions: Student is to keep date, time, and job description on a daily basis. On-the-job instructor/mentor is to sign and verify, and make suggestions and comments at the end of each week.

Comments: _____

Worksite Mentor *Signature*

Date

**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM
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Student Name: _____ Employer: _____

STUDENT PERFORMANCE EVALUATION

	Unsatisfactory	Fair	Satisfactory	Good	Excellent
JOB UNDERSTANDING Individual possesses a clear knowledge of the responsibilities and tasks he/she must perform.					
JOB PERFORMANCE The neatness, thoroughness and accuracy of the student's work.					
JOB PRODUCTIVITY The quality of the student's work in terms of volume and accomplishment.					
DEPENDABILITY Student can be relied upon in terms of being on time and completion of assigned tasks.					
COOPERATION The ability to work willingly with associates, subordinates, supervisors and others.					
ATTITUDE Student can be relied upon to act in a courteous and mature manner.					
SAFETY/HOUSEKEEPING Practices safe, clean work habits on equipment and areas of work.					

General comments as to student strengths, weaknesses, and action needed to improve performance:

Worksite Mentor *Signature*

Date