

Anoka Career Internship Programs

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www.ahschools.us/ahs



Business
Family and Consumer Sciences/Health
Industrial Technology
Marketing and Management



Independent School District 11

ANOKA HIGH SCHOOL INTERNSHIP PROGRAM – STUDENT APPLICATION



PROGRAM CHOICE

____ Trade and Industrial (SkillsUSA)
Automotive and Metal Working Occupations
Construction/Woodworking
Graphics/Photography
Self Employment

____ Career Internship
Health Occupations
Child Care/Teaching
Cosmetology
Clothing & Textiles

____ Marketing & Management (DECA)
Sales and Marketing
Business Ownership
Advertising/Public Relations
Hospitality Fashion & Service Industry

____ Business & Office Education (BPA)
Banking/Finance/Accounting
Law/Real Estate
Computer Occupations
Administrative Assistant/Receptionist

Student's Name _____

Student's Address _____ Date of Birth _____
Street

City _____ State _____ Zip _____ Age next September _____

Home telephone _____ Cell Phone _____

SCHOLASTIC & CAREER INFORMATION

What is your academic record? Above Average ____ Average ____ Below Average ____

Days Absent: This year ____ Last year ____ Can you provide transportation to your job? yes ____ no ____

What career field are you interested in? _____

What classes have you taken to help you in your career?

In what extra-curricular activities in or out of school do you participate? _____

What interests or hobbies do you have? _____

If accepted on the program, what job related to your career goal would you like to have next year?

Why do you think an INTERNSHIP PROGRAM is for you? _____

What are your immediate plans for after graduation? _____

WORK EXPERIENCE (Begin with most recent position first, including babysitting.)

Name of Employer	Job Title	Length of Employment

TEACHER REFERENCES (Names of present or former teachers to whom we will send reference forms.)

Father's Name _____ Father's Occupation _____

Mother's Name _____ Mother's Occupation _____

Any physical limitations: _____

Indicate any precautions necessary due to the above conditions _____

PRESENT CLASS SCHEDULE

Term _____

Year _____

Class	Teacher	Room
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Student Signature _____

Parent Signature _____



Seniors:

If you have taken 2 or more Tech Ed classes over the last 3 years, **SKILLS USA internship** might be for you.

- Opportunity in your senior year to work full time for your employer. Several students are receiving offers to have their Technical College paid for through their employer following graduation
- Leave school for lunch and work at 12:20
- Job placements are in manufacturing, automotive, construction, communications etc.
- Work start time varies depending on employer's schedule
- Pay wage from \$11-\$14 per hour
- Need to have your own transportation
- Work minimum 10 hours – maximum 20 hours a week
- Internship class meets 4th hour all year:
 - Career Exploration
 - Create Resume
 - Economic Studies
 - Community Involvement
- This will take up 6 sections in your schedule; 3 for Internship and 3 for your work schedule
- Any questions please see:
 - Mr. Dean Joslin
 - 763-506-6340
 - Dean.joslin@ahschools.us



ANOKA-HENNEPIN SCHOOLS

Participants agree to outlined COVID-19 responsibilities in addition to the original training agreement.

At any time, the school, employer, student or parent has the right to stop the paid work experience based on further guidance from the CDC, MDH or DLI. Employers and student workers are required to follow all current and future COVID-19 related executive orders from the Governor of Minnesota including wearing a face covering as described in Executive Order 20-81. Requirements outlined in this document may change at any time based on further guidance from the CDC, MDH and DLI.

Employer/Supervisor agrees to:

- Provide a copy of the employer COVID-19 preparedness plan to DLI for review
- Comply with all current and future COVID-19 executive orders set forth by the Governor of Minnesota
- Provide student COVID-19 training prior to students working in the facility
- Require students to follow the COVID-19 Preparedness Plan and procedures to prevent illness
- Encourage students to stay home if they are sick or have COVID-19 symptoms and have the student learner inform their supervisor if they have been in close contact with someone who has been diagnosed with or has symptoms of COVID-19
- Notify student, parent(s) and school supervisor of any positive cases of COVID-19

Worksite Supervisor Signature: _____ **Date:** _____

Student agrees to:

- Comply with guidelines established by employer and school including all COVID-19 policies and procedures.
- Commit to following safety instructions and use personal protective equipment (PPE) provided.
- Commit to the occupational and educational program.
- Assume the dual role of employee and student at the worksite.
- Maintain satisfactory performance in the work-based and school based environments.

Student Signature: _____ **Date:** _____

Parent/Guardian of Student agrees to:

- Provide consent for students to participate in the Youth Skills Training Program.
- Support the student in meeting the academic, training and attendance requirements of the program.
- Meet with employer, school and other partners during the establishment of the program.

Parent/Guardian Signature: _____ **Date:** _____

School agrees to:

- Coordinate school and work based learning activities.
- Assist with the selection of students for the program.
- Maintain contact with parents.
- Coordinate with the Department of Labor and Industry, employers and appropriate agencies.
- Provide related technical and employment training to the student.
- Provide students with orientation and safety instruction prior to employment.

School Coordinator Signature: _____ **Date:** _____

INTERNSHIP PROGRAMS

What is the Internship Program?

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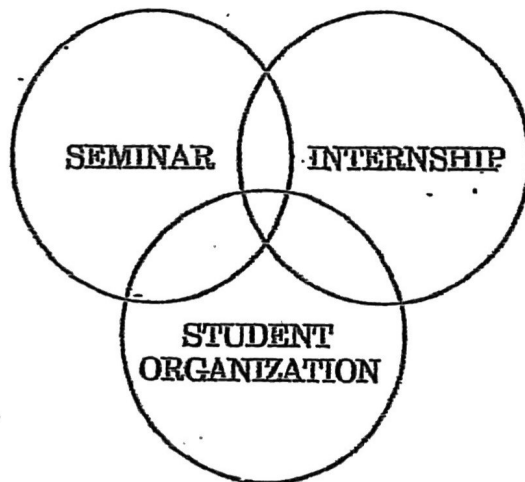
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The business provides a supervised internship for the student on a part-time basis according to their career interests, abilities and technical skills developed in prior classes. While on the job, the student works with a training sponsor to develop marketable competencies in their chosen career field. The student performs the duties of regular part-time employees and works the same hours, usually between 10 to 30 hours per week. The student is paid regular wages for their internship experience and meets their graduation requirements.

The teacher-coordinator works closely with the student and training sponsor throughout the year developing training experiences and evaluating student progress. Occupational related experiences are provided in the classroom and school-to-career student organization. The teacher-coordinator and training sponsor cooperate in helping the student solve problems he or she may encounter on the job.

Internship Programs blend experience in the classroom and student organization with the on-the job internship of the student.



- Occupational Skills
- Technical Skills
- Career Education
- Relating School to a Career

- Social Interaction
- Vocational Skill Development
- Recognition of Achievement
- Civic Awareness

- Career Related Placement
- Training Plan
- Paid Experience
- Credit Toward Graduation
- Supervised Experience

Work-Based Learning Student Placement Monitoring Visit Checklist

It is important to remember to discuss or look for the following components during a monitoring visit:

Student Name:

Employer Name:

Contact Person:

Date of Visit:

Phone:

Email Address:

- ☐ Safe, clean working environment that is appropriate per industry standards
- ☐ Equipment and supplies meet the needs of the student in completing his/her job
- ☐ Discuss the student's performance with his/her supervisor and make notes of any issues that you will need to discuss with the student at a later time
- ☐ Ask the supervisor where the student is performing particularly well so you can share that positive reinforcement with the student at a later time
- ☐ Ask the supervisor if there are skills that the student is not getting a chance to practice that were agreed to on their learning plan (to help you make adjustments and find opportunities for the student to meet all course requirements)
- ☐ Time permitting, ask the supervisor or Human Resources staff about trends in the industry that may offer additional insights about future workplace needs; this information can benefit other students as well as the one for whom the monitoring is being conducted

Comments/Notes:

WBL Coordinator Signature

Date

**ANOKA-HENNEPIN DISTRICT #11 INTERNSHIP PROGRAMS
WORK-BASED LEARNING PLAN**

STUDENT _____ SCHOOL Anoka High School _____

JOB TITLE _____

INTERNSHIP SITE _____

GENERAL COMPETENCIES

- A. **Acquires knowledge of job and company policies and procedures**
1. Understands the mission/purpose of the company and its organizational structure
 2. Demonstrates knowledge of job tasks
 3. Follows employee policies and operating procedures
 - a. Arrives on time
 - b. Adheres to work schedule and attendance policy
 - c. Dresses and grooms properly
 - d. Handles material/information confidentially
- B. **Becomes proficient in general safety procedures**
1. Demonstrates appropriate safety precautions when performing all tasks
 2. Checks work area and corrects safety hazards
 3. Maintains a clean and organized work area
 4. Follows prescribed OSHA standards
- C. **Applies basic skills in the workplace**
1. Reads, understands and applies written materials
 2. Demonstrates effective listening, speaking and writing skills for communicating with employer, coworkers and clients
 3. Becomes proficient in related math skills
 4. Uses and applies technology
- D. **Employs essential thinking skills to work situations**
1. Applies appropriate decision-making steps
 2. Incorporates effective problem-solving methods
 3. Exercises good judgment
 4. Adapts to change
- E. **Demonstrates positive personal qualities**
1. Exhibits self-management skills (dependability, initiative, creativity, responsibility)
 2. Possesses skills to work as a team member
 3. Maintains a positive attitude
 4. Uses resources (time, energy, people, money) effectively
 5. Adheres to ethical practices

SPECIFIC JOB COMPETENCIES

Acquires specific job competencies related to the internship experience. An ongoing plan will be developed by the employer, internship coordinator and student.

Student _____ Training Sponsor _____

Teacher/Coordinator _____ Date _____

TRADE AND INDUSTRIAL INTERNSHIP PROGRAM

The Trade and Industrial Internship Program* is designed for students who want to pursue Industrial, Construction or Manufacturing careers after graduation and for those college-bound students who desire professional careers in those areas. The students have taken Technology Education classes during their high school years and have developed skills prior to their acceptance on the program. During their senior year, students are involved in the following: 1) A trade and industrial seminar class, 2) An on-the-job internship which provides actual experience in a specific career area; 3) A student organization called Skills USA which is designed to enhance the seminar and internship activities through community service and leadership opportunities.

TYPICAL POSITIONS

Appliance Repair
Architectural Drafting
Mechanical Drafting
Auto Mechanic
Manufacturing Positions
General Labor
Carpenters
Cabinet Makers
Fabricators
Welders
Small Engine Mechanic
Electricians
Plumbers
Photographers

TYPICAL INTERNSHIP SITES

Construction Companies
Automobile Dealerships
Manufacturing Plants
Cabinet Companies
Printing Companies
Foundries
New Home Construction
Commercial Construction sites
Photography Studios
Manufacturing Companies
Auto Service Stations
Machine Tool Manufacturers
Recyclers
Medical Device Manufacturers

Students receive two credits for the Trade and Industry Seminar they attend and two credits for their Internship for the school year.

*Refer to Career and Technical Education and Internship inserts.



Anoka High School

Career & Tech-ED Internship Seminar



COURSE SYLLABUS

Course Description: The Career Internship is for college and career bound students pursuing work experience in a chosen career. This three credit year long program includes:

- Paid career building experience
- Leadership training & experience
- Employability skills development
- School & community service projects

The program includes the seminar class, internship experience, student organization and SkillsUSA.

Teacher-Coordinator: Mr. Dean Joslin - Office Number 763-506-6340, cell number 763-227-7869.
Dean.Joslin@ahschools.us

Seminar Curriculum Topics:

Program & SkillsUSA orientation
Leadership, teamwork, parliamentary procedure
Employment expectations, company policies
Workplace Safety & Work related laws
Working relationships, conflict resolution
Goal setting, decision making, problem solving
Job productivity & performance evaluation
Business communications & effective presentations
Professional image, business etiquette
Networking, Workplace ethics
College & Career planning

Useful Links:

Employment:

MN Dept of Labor & Industry - www.doli.state.mn.us
OSHA - www.osha.gov

College & Career Planning:

Employment & Education infor - www.iseek.org
MN State Colleges & Universities - www.mnscu.edu
SkillsUSA - www.skillsUSA.org
Careers - www.mncis.intocareers.org

Major Projects:

Team 1 - Job Manuel

Team 2 - Training Station Presentation, College & Career Planning

Team 3 - SkillsUSA Competitive Events/ Independent Projects

Team 4 - Job Seeker's Portfolio

Fees: Required - Skills-USA dues, Employer-Employee Luncheon
Optional - SkillsUSA Fall Delegate Assembly and Spring Skills Competition

(Students will have an opportunity to fundraise)

Expectations:

Respect everyone & everything

Be prepared, be prompt with materials & deadlines in class

Work as a Team

Active participation

Positive attitude

Grading: Students will receive grades for the classroom seminar and the internship experience
The Internship grade will be based on evaluations from the employer and student self-evaluations.

The Seminar grade will be based on:

<i>Job site evaluation</i>	25%
<i>Active daily participation</i>	25%
<i>Daily assignments & quizzes</i>	25%
<i>Major projects</i>	25%

Anoka HS Grading Scale:

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-72%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

Late work is worth half of the earned points. Habitual late work can result in a failing grade.

Trade & Industry Internship Course Syllabus

Instructor: Mr. Dean Joslin
Phone: 763-506-6340
Email: dean.joslin@ahschools.us

Course Description

Trade & Industry Internship is for all college and career-bound seniors who are interested in pursuing trade careers. This three-credit, year-long course includes a paid career experience, leadership development opportunities, development of business and computer skills, and participation in community and school service projects. Additional units of study include development of soft skills for success, career planning and assessment, safety on the job, etc.

Essential Learner Outcomes

- Students will understand that their internship experience can affect their decision making process about their future career goals.
- Students will understand that well-developed technology skills in word processing, spreadsheet, and presentation are essential for careers.
- Students will understand that job-seeking skills, soft skills, safe work practices, employer roles and responsibilities, and rights of employees are essential for getting and keeping a job.
- Students will understand that employers have a high expectation for honesty, integrity, initiative, and a desire to contribute to making the business successful.
- Students will understand that the development of (SCANS) basic skills, people skills, thinking skills, and personal qualities will result in success in the workplace.
- Students will understand that participation in Business Professionals of America provides opportunities to learn about and explore different leadership and career skills and roles.
- Students will understand that participation in the community enriches their lives as well and the lives of the recipients.

Methods of Instruction

- Group presentations to introduce a new unit
- Small group work
- Individualized practice and instruction

Grading

Students will be graded according to the following grading scale:

A, 90-100	B, 80-89	C, 70-79	D, 60-69
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Your seminar grade will be based on your classroom participation, completion of assignments and projects, and attendance. The following will serve as grading guidelines:

Attendance/Class Participation	20%
Daily assignment, projects, and test	80%

Your internship grade will be based on the Employee Evaluation form completed each trimester. Your employer and your coordinator will jointly determine your final internship grade. Any concerns about your successful completion of your internship will be communicated to the student and parent as needed.

Anoka-Hennepin District #11
VOCATIONAL INTERNSHIP TRAINING AGREEMENT

Student-Trainee _____ Supervisor _____
School Anoka High School _____ Job Site _____
Career Objective _____ Street _____
Entry Position _____ City _____
Average Working Hours Per Week _____ Zip _____ Phone _____
Beginning Wages Per Hour _____ Date _____
Supervisor email _____

EMPLOYER AND TRAINING SPONSOR RESPONSIBILITIES: The employer will recognize that a training plan is being followed and that close supervision of the student-trainee will be needed. The employer will appoint a training sponsor to act as principal supervisor for the trainee, to help in drawing up a broad outline of planned work experience, to explain company regulations, to participate in periodic student-trainee evaluation, and to consult with the coordinator on any major problems that arise concerning the performance of the student. The employer will pay wages in accordance with state and federal laws.

Employer Signature

STUDENT RESPONSIBILITIES: The student is responsible to know and follow all internship program guidelines and employer policies and procedures. Failure to do so may make the student subject to dismissal from the program and/or the job.

Student Signature

PROGRAM COORDINATOR: The coordinator will work with the student and supervisor to develop and implement a training plan, conduct periodic evaluations and consult with both parties concerning job related problems, and communicate program guidelines.

Program Coordinator Signature

PARENT/GUARDIAN: The parent/guardian will assist the student in following the program guidelines and employer policies and procedures.

Parent/Guardian Signature

Internship Performance Evaluation

This form should be completed by the individual in the best position to evaluate the student's performance.

Evaluator Name		Evaluator Job Title	
Evaluator E-mail			
Company Name		Date	
Student Name		Student School	

Please circle the appropriate performance level for each category below.

Category	Exceptional	Meets Expectations	Satisfactory	Needs Improvement	Not Applicable
Supervisor-Intern Communication	Talks with supervisor about ideas and problems. Asks questions and actively listens.	Usually talks with supervisor about ideas or problems. Often asks questions and actively listens.	Sometimes talks with supervisor about ideas or problems. Reluctant to ask questions or listen.	Rarely talks with supervisor about ideas or problems. Prone to mistakes due to not understanding.	N/A
Professionalism	Always dresses appropriately, avoids distracting behavior, and avoids excessive personal use of client equipment.	Usually dresses appropriately, avoids distracting behavior, and avoids excessive personal use of client equipment.	Tends to dress inappropriately, distract others, and/or excessively use client equipment for personal reasons.	Often dresses inappropriately, distracts others, and/or excessively uses client equipment for personal reasons.	N/A
Time Management	Routinely uses time well. Limited procrastination.	Usually uses time well, but may have procrastinated on one or two things.	Tends to procrastinate, but usually meets deadlines.	Rarely meets deadlines; inadequate time management skills.	N/A
Quality of Work	Provides work of the highest quality that meets or exceeds supervisor expectations. Work is error-free.	Provides high-quality work that generally meets supervisor expectations. Work is error-free.	Provides good quality work that generally meets supervisor expectations and may have some errors.	Provides poor-quality work that fails to meet supervisor expectations and was not checked for errors.	N/A
Ethics/Integrity	Always can be trusted to choose an ethical course of action. Admits any mistakes as soon as possible.	Most of the time can be trusted to choose an ethical course of action. Admits mistakes fairly quickly.	Much of the time can be trusted to choose an ethical course of action. Somewhat slow to admit mistakes.	Cannot be trusted to choose an ethical course of action. Does not admit mistakes, or blames others.	N/A
Critical Thinking Skills	Uses critical thinking skills to routinely provide useful ideas.	Usually uses critical thinking skills to provide useful ideas.	Sometimes uses critical thinking skills to provide useful ideas.	Rarely uses critical thinking skills or provides useful ideas.	N/A
Punctuality, Attendance, and Preparedness	Always arrives on time and is always ready to work immediately upon arrival.	Usually arrives on time and/or is sometimes ready to work upon arrival.	Sometimes arrives on time and/or sometimes needs to settle down and get to work.	Frequently late or tardy and/or needs to frequently settle down and get to work.	N/A
Selection of Tools/ Technology	Always chooses the right tools, equipment, or procedures that will effectively help complete the task.	Usually chooses tools, equipment, or procedures that will effectively help complete the task.	Sometimes chooses tools, equipment, or procedures that will effectively help complete the task.	Must be regularly reminded which tools, equipment, or procedures will effectively help complete the task.	N/A

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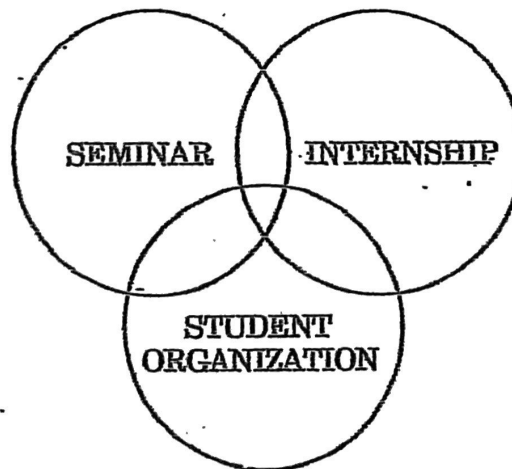
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- Supervised Experience

CAREER & TECHNICAL EDUCATION in ANOKA-HENNEPIN DISTRICT #11

The goals for Career and Technical Education in Anoka-Hennepin District #11 are to facilitate our students to become:

- Responsible citizens involved in community service;
- Economic players able to earn a livable wage; and
- Lifelong learners taking advantage of learning opportunities that match growth and career needs.

Career and Technical Education in Anoka-Hennepin District #11 plays an important role in Anoka-Hennepin's comprehensive program. Together with our academic partners, career and technical educators continually work to offer students more hands-on "real world" opportunities through the classroom, the workplace and school-to-career student organization activities.

There are four elements of Career and Technical Education:

School based learning

School-to-career systems restructure the educational experience so that students learn how academic subjects relate to the world of work. In addition, the students have the opportunity to participate in career and technical education courses where career exploration and skill development is the focus. Through Tech Prep, students have the opportunity to earn technical and/or community college credit through secondary career and technical courses.

Work-based learning

Work-based learning opportunities may include career exploration, job shadowing experiences, work experience, internship programs, youth apprenticeship programs and mentoring at job sites.

Connecting activities

Connecting schools and workplaces is the focus through such activities as a business-teacher exchange program, teacher internships in the workplace or career and labor information systems.

Service-based learning

Students and teachers collaborate with community agencies to plan service-learning projects.

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Comments/Notes:

WBL Coordinator Signature

Date

The Role of an Internship Sponsor

- Provides orientation of the student to the job
- Supervises the on-the-job training experience of the student
- Develops a Training Agreement and a Training Plan with the coordinator and student
- Maintains communication with the coordinator about student performance and provides a quarterly evaluation of the student performance
- Assists the student in handling on-the-job internship problems
- Assists the student in following the internship program guidelines
- May assist the student in some job related classroom activities