

PUSD MET Professional Academy Work-Based Learning Program 2019-20



The MET Professional Academy Work-Based Learning Program provides MET students with the opportunity to gain real-world, hands-on work experience in professional work environments that relate to their academic and career interests, and prepares them for future jobs. The program is also designed to provide employers an opportunity to guide and evaluate future talent.

Eligibility

Current MET students who have completed a minimum of one semester at MET may apply for work-based learning positions with the approval of their MET instructor.

Internship Hours

Students are expected to complete a **minimum of 50 hours of work** throughout the semester if they are being released from class 2 days a week. The hours can also be completed after the school day if the hosting employer and student agree on a schedule.

Students will be **required to keep an hour log that is to be verified and signed** by the hosting employer every two weeks and then turned in to the MET internship advisor for input into the work-based learning course grade.

Evaluation Process

One way for students to receive the maximum educational value from the work-based learning experience is to get feedback from the hosting site supervisor(s). Supervisors will be asked to provide students with verbal feedback throughout the process and complete a written evaluation at the completion of the work-based learning experience. Students will also be asked to complete a self-appraisal as part of the evaluation process.

Absences

An absence from an internship is considered an absence from school. In the event of an illness, your parents are required to contact the MET attendance office to excuse you (623-412-5481). In addition, please contact your host site as well as your MET advisor.

Employer Benefits

Both in terms of today's workload and tomorrow's workforce, a work-based learning program is an excellent way to facilitate success in your business. As an employer, a student work-based learning program will provide:

- A pipeline of quality candidates to fill entry-level needs
- A source of fresh and diverse talent for new insight and ideas
- An opportunity to select, train and influence the best and brightest prospective talent
- Project help to meet current workload challenges
- A plug-and-play community service program that supports existing public relations strategies
- Training and development opportunities for managers and mentors

Employer Responsibilities

In accepting a PUSD student intern, the hosting company agrees to a work-based learning plan that includes:

- An initial training plan agreement that outlines hours agreed upon and business mentor/supervisor
- Verification of work hours every two weeks with a signature on the student work log
- Supervisory feedback to the student to assist them in growing professionally
- If necessary, feedback to the MET Director if the business has concerns with the intern
- Complete an evaluation of the student's performance during the work-based learning experience
- The intern is not entitled to wages or job placement at the end of the internship

Student Benefits

As a student, there are many benefits to working as an intern. Statistics repeatedly show that employers prefer new hires that have gained relevant work experience through work-based learning experiences and make full-time job offers based on these experiences. As a student intern, you will:

- Gain industry knowledge and explore career options in a field of interest
- Enhance professional skills necessary for success in the workplace
- Explore career opportunities, and obtain valuable feedback from industry professionals
- Make business contacts and grow professional networks

Student Responsibilities

In accepting a work-based learning experience, the student agrees to complete & turn in the following:

- Complete a vehicle consent form and turn it in to Ms. Ouimette prior to beginning the work-based learning experience
- A training plan agreement signed by their employer mentor/supervisor, themselves and the MET instructor
- An hour log signed by their mentor/supervisor every two weeks
- Complete a work-based learning journal that is to be turned in every two weeks to the MET advisor.
- Complete a self-evaluation at the mid-point of the work-based learning experience and semester end



MET PROFESSIONAL ACADEMY WORK-BASED LEARNING TRAINING PLAN

Student Intern Name:	Cell #
MET Program:	
MET Instructor:	
Business Partner:	
Mentor/Supervisor:	

Employer Site Location Address: _____

Phone Number: _____

The student intern is expected to work at the following times: (please input the hours for the appropriate days)

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____

Business partner instructions for dress, entering the site, parking, etc.

Student Signature: _____ Date: _____

Mentor/Supervisor: _____ Date: _____

MET Instructor: _____ Date: _____

MET Advisor: _____ Date: _____



GETTING STARTED: STUDENT INTERNSHIP BEST PRACTICES

First things first: What makes a good intern? What should you know before Day 1?

- Wear appropriate professional attire based on the host site's dress code policy
 - Be professional when talking with your supervisor and other employees
 - Report to work on time
 - Be a good, active listener
 - Ask for, and be receptive to, feedback
 - Be open to instruction and advice
 - Ask questions and engage with your supervisor to gain knowledge about your job, company, industry, and professions of interest
 - Be a problem-solver
 - Support and collaborate with other team members
 - Be eager to learn and show initiative
 - Follow through on your commitments, completing projects within assigned timeframes
 - Present needs in an articulate way
 - Exhibit a professional attitude; refrain from cell phone and social media use during internship hours
 - Maintain confidentiality in every form – this includes written records, written correspondence, oral communications, computer programs and applications, codes, passwords, key cards, identification badges, or any other confidential material
 - Do nothing intentionally to disrupt the normal routine of the workplace
 - Be educated on workplace issues; managing conflict, responding to criticism, labor laws, discrimination, and sexual harassment
 - Be aware of other concerns which may be specific to your site: _____
-
- Document your internship successes by developing an Internship Portfolio!



STUDENT PROFESSIONAL INTERNSHIP CHECKLIST

- Read the PUSD MET Professional Academy Work-Based Learning Program packet (Best Practices!)
- Meet individually with your Student Advisor
- Complete Waiver of Liability and Vehicle Consent Forms
- Create your LinkedIn profile (or update)
- Have a professional-sounding voice-mail in case an employer calls you
- Practice public-speaking; polish your 30-second elevator pitch for short encounters with potential employers
- Establish goals you wish to accomplish during your internship
- Write about your preconceptions and expectations related to your organization or field
- Conduct research on general career fields, target companies, and industries
- Prepare questions to ask your supervisors based on your research and preconceptions
- Complete any special paperwork your internship placement requires
- Record your Learning Hours Log daily (signed every 2 weeks)
- Keep a journal during your internship – take it with you and complete for every visit!
- Create (or revise) a resume and cover letter
- Identify three individuals to serve as references
- Work on interview skills and practice responses to typical questions in a mock interview
- Complete the MET Professional Academy Work-Based Learning Self-Appraisal (midway through internship)
- Schedule a meeting with your supervisor for a performance review. Give your MET instructor a copy of the review
- Ask your supervisor to write a recommendation for you
- Write thank you notes and send to your supervisor and other employees you worked with during your internship (verify with instructor)
- Prepare your Internship Portfolio with the above items as outlined by your instructor/advisor



MET PROFESSIONAL ACADEMY WORK-BASED LEARNING HOURS LOG – Term 1 - 2019

Student Intern Name:	
Business Partner:	

Date:	Schedule/Hours Worked	Mentor Signature
Tuesday, August 27		
Thursday, August 29		
Tuesday, September 3		
Thursday, September 5		*signature required
Tuesday, September 10		
Thursday, September 12		
Tuesday, September 17		
Thursday, September 19		*signature required
Tuesday, September 24		
Thursday, September 26		
Tuesday, October 1		
Thursday, October 3		*signature required
Tuesday, October 8		
Thursday, October 10		*signature required

Total Number of Hours: _____/28

Student Signature: _____



MET PROFESSIONAL ACADEMY WORK-BASED LEARNING HOURS LOG – Term 2 - 2019

Student Intern Name:	
Business Partner:	

Date:	Schedule/Hours Worked	Mentor Signature
Tuesday, October 15		
Thursday, October 17		
Tuesday, October 22		
Thursday, October 24		*signature required
Tuesday, October 29		
Thursday, October 31		
Tuesday, November 5		
Thursday, November 7		*signature required
Tuesday, November 12		
Thursday, November 14		
Tuesday, November 19		
Thursday, November 21		*signature required
Tuesday, December 3		
Thursday, December 5		*signature required

Total Number of Hours: _____/28 **TOTAL possible for Semester** _____/56 ***50 hours required**
Student Signature: _____

MET PROFESSIONAL ACADEMY WORK-BASED LEARNING STUDENT JOURNAL

The purpose of keeping a journal during your work-based learning experience is to assist you in documenting your experience and allow you to reflect on your daily activities and accomplishments as well as areas of personal improvement. You will need a composition notebook with you every day during the entire internship experience. The work-based learning journal will be turned in to your MET internship advisor every two weeks and will become a portion of your graded portfolio.

The following prompts can give you some ideas about what to observe and write about, and help you make the most of your experience.

- What are your goals and expectations for your internship?
- What do you hope to learn and/or achieve during your internship? Can you use your ‘down time’ to do some individual research on appropriate topics which could facilitate your learning experience?
- Research information about your internship location and practice, describe the type of business or organization.
- What is the Mission/Vision statement of the company/organization/office? Does it align with your personal Mission/Vision? What activities do you see that reinforce this?
- Describe your weekly impressions of your internship.
- Describe the physical environment where you work. Be specific.
- Record notes, new vocabulary, questions, concerns, points of interest, observations, etc.
- How is your internship different from school?
- What are some of the tasks you have been asked to complete?
- What new skills have you gained?
- What have you learned about the culture and norms of the business? Is this an environment you’d like to work in? Explain why or why not.
- Identify some people at your internship site that you should introduce yourself to. Why would those people be good references to have?



PARENT AND STUDENT EXPECTATION SIGNATURE FORM

Both (print student name) _____ and (print parent/guardian name) _____ have read and understood the PUSD MET Professional Academy Work-Based Learning Program packet. The student understands and agrees to abide by the "Student Internship Best Practices" and is prepared to complete the items listed on the "Student Professional Internship Checklist".

Please note that during the student's internship time, they **will not** be in class. Some students will complete their internship hours during their scheduled class time and others will complete their hours after school and/or on weekends. This flextime schedule means the student will be released and should *not be on campus*.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Intern e-mail _____

Internship Site Name and Location _____

Site Mentor _____ Phone Contact _____

Site Mentor e-mail _____

Private Vehicle Consent Form

We/I give my permission for my student, _____, to:

- _____ drive his/her private vehicle from the high school
- _____ drive himself/herself and other Interns from the high school
- _____ ride with other Interns from the high school

I understand that the Peoria Unified School District #11 and PUSD Administration assumes no responsibility when a student travels in a private vehicle.

Please Note: Release to be initialed by Parent and Student Intern

Release/Flexitime: Please note that during the student's internship time, they *will not* be in class. Some students will complete their internship hours during their scheduled class time and others may complete their hours after school and/or on weekends. This flexitime schedule means the student will be released and *should not be on campus*. Student may also take courses and work on the dual enrollment partner campus. (Grand Canyon University)

Student Date

Student (Print Name) Date

Parent/Guardian Date

Parent/Guardian
(Print Name) Date

MET INTERNSHIP WAIVER OF LIABILITY

The MET internship is a work-based learning program where the student participant will have an opportunity to observe and interact with a professional as they go about their daily activities at partnering businesses. The purpose of the internship experience is to foster an awareness of the skills required for a specific career path and to experience workplace culture and expectations.

This waiver of liability is a legal document. The waiver releases Peoria Unified School District and its partnering businesses from liability if a participant is injured in any way. It is a promise not to sue the partnering intern host for any injury and a promise not to allow your health insurer to sue the business for payments made on your behalf.

WAIVER OF LIABILITY

For and in consideration of the participant of _____ (name of participant) in the internship program, I, for myself, my heirs, executors, administrators, successor and assigns; do hereby release, acquit and forever discharge Peoria Unified and the intern host site, its agents, employees, and all other persons who might be liable from any and all causes of action, claims and demands of whatsoever nature and kind whether known or unknown arising from my participation in said program. Further, I, for my heirs, successors, administrators, executors and assigns do hereby covenant not to bring any action against Peoria Unified and the intern host site, its agents, employees, and all other persons, providing services in the program and agree to indemnify and hold harmless the same in the event any such action is hereafter brought, or claim is hereafter made. It is further understood and agreed that I, for my heirs, successors, administrators, and assigns, do hereby agree to indemnify and hold the intern host site, its agents, employees, and all other persons, providing services in the program with respect to any potential subrogation claims by any and all third party payors with respect to payments made to the hospital or any other health care or medical providers for health care with respect to any injuries sustained in the course of my participation in the program.

This release contains the entire agreement between the parties hereto, and the terms of this release are contractual and not a mere recital. I further state that I have carefully read the foregoing release and know the contents hereof, and I sign my name as a free and voluntary act.

I, the undersigned student, do hereby acknowledge that I have read and understand the following statements. I agree to abide by and be bound by the following statements allowing me to participate in the internship program.

1. I will conduct my internship activities only under the supervision of an employee of the intern host site.
2. I will comply with all rules and regulations, policies and procedures of the intern host site.
3. I understand that the intern host site retains the right to remove any student at any time.
4. I acknowledge that I am not an employee of the intern host site during the program.
5. I acknowledge my responsibility and liability regarding the confidential nature of all information that I have access to at the intern host site by virtue of my participation in this program.

Participation in the program is prohibited unless this waiver is signed by the student (and parent/guardian if participant is under the age of 18).

Participant's Signature/Date

Parent/Guardian Signature/Date (if participant is under age 18)

MET PROFESSIONAL ACADEMY WORK-BASED LEARNING SELF-APPRAISAL

The self-appraisal will be completed mid-way through the work-based experience and again at the end of the semester. Rate yourself on each of the following areas:

INDEPENDENT LEARNERS ARE THOSE WHO:

Know how to locate and use information. Absorb new information quickly. Demonstrate essential skills necessary to continue to learn and apply knowledge to accomplish goals and tasks.

- 5 – Exceeds expectations
- 4 – Full demonstrated
- 3 – Appropriately demonstrated
- 2 – Minimally demonstrated
- 1 – Not demonstrated

Self-Rating: _____ Justification _____

ADAPTABLE PROBLEM SOLVERS & DECISION MAKERS ARE THOSE WHO:

Think independently and creatively. Set and achieve goals. Analyze and evaluate solutions. Take informed and calculated risks for improvement and growth. Manage change. Ask pertinent questions which yield the information needed.

- 5 – Exceeds expectations
- 4 – Full demonstrated
- 3 – Appropriately demonstrated
- 2 – Minimally demonstrated
- 1 – Not demonstrated

Self-Rating: _____ Justification _____

LEADERSHIP FACTORS ARE EXHIBITED THROUGH THESE CHARACTERISTICS:

Commitment. Aspiration. Informal leadership. Willingness to take informed and calculated risks for improvement and growth. Influencing others positively.

- 5 – Exceeds expectations
- 4 – Full demonstrated
- 3 – Appropriately demonstrated
- 2 – Minimally demonstrated
- 1 – Not demonstrated

Self-Rating: _____ Justification _____

PRODUCTIVE QUALITY WORKERS ARE THOS WHO:

Consistently delivers a quality result with proper time and attention to detail, working cooperatively with others as needed. Makes a practice to follow up on things to be sure they get done.

- 5 – Exceeds expectations
- 4 – Full demonstrated
- 3 – Appropriately demonstrated
- 2 – Minimally demonstrated
- 1 – Not demonstrated

Self-Rating: _____ Justification _____

ACCOUNTABILITY:

Practices ethical decision making, manages time well, takes responsibility for personal actions and acknowledges role in results whether positive or negative. Looks for opportunities to improve individually and as a team..

- 5 – Exceeds expectations
- 4 – Full demonstrated
- 3 – Appropriately demonstrated
- 2 – Minimally demonstrated
- 1 – Not demonstrated

Self-Rating: _____ Justification _____

COMMUNICATION:

Communicates ideas and needs in written or verbal context. Able to listen for meaning and effectively interpret others' written and verbal communications.

- 5 – Exceeds expectations
- 4 – Full demonstrated
- 3 – Appropriately demonstrated
- 2 – Minimally demonstrated
- 1 – Not demonstrated

Self-Rating: _____ Justification _____

Summary of skills I can improve on _____

MET PROFESSIONAL ACADEMY WORK-BASED LEARNING EMPLOYER EVALUATION

Student Name _____
Evaluator Name _____ Date _____

Using a 5-point scale, please rate your intern on each of the competencies below.

- 5 Exceeds Expectations: Consistently exhibits and models the behavior above & beyond expectations
- 4 Fully Demonstrated: Consistently exhibits and often exceeds the behavior as expected
- 3 Appropriately Demonstrated: Consistently exhibits the behavior expected
- 2 Minimally Demonstrated: Seldom exhibit the behavior as expected
- 1 Not Demonstrated: Does not exhibit the behavior as expected or has not had adequate time to demonstrate

INDEPENDENT LEARNERS ARE THOSE WHO:

Know how to locate and use information. Absorb new information quickly. Demonstrate essential skills necessary to continue to learn and apply knowledge to accomplish goals and tasks.

- 5 – Exceeds expectations
- 4 – Full demonstrated
- 3 – Appropriately demonstrated
- 2 – Minimally demonstrated
- 1 – Not demonstrated

Employer Rating: _____ Comments: _____

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Employer Rating: _____ Comments: _____

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Employer Rating: _____ Comments: _____

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Employer Rating: _____ Comments: _____

ACCOUNTABILITY:

Practices ethical decision making, manages time well, takes responsibility for personal actions and acknowledges role in results whether positive or negative. Looks for opportunities to improve individually and as a team..

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- 2 – Minimally demonstrated
- 1 – Not demonstrated

Employer Rating: _____ Comments: _____