



Summer Internship Schedule 2020

MARCH

March 16 Applications and Job Coach Commitment Form distributed to lab instructors via teacher mailboxes.
April 9 Applications due to Career Services from instructors.

APRIL

April 24 Summer Intern candidates announced.
April 10 Deadline for Job Coach applications.
April 30 Job Coach Meeting | 2:20pm via Zoom

MAY

May 1 Intern Meeting | 8:45 - 9:30am via Zoom
May 15 Student Workshops via Zoom | 9:00am - 10:30am

May 22 **DEADLINE FOR INTERNSHIP PLACEMENT** - *[except any that are already in process]*
By May 22 Educational Plan & Safety Site Check and Training Agreement to be turned in prior to Year End Check Out.

- Needs to take place by May 22nd - after school hours
- Educational Plan needs to be complete, discussed with and signed by student prior to internship, and an emphasis made that this is **NOT JUST** a summer job!
- Emphasis on: Training Agreement being accurate and complete, Student's strengths & weaknesses being discussed, learning goals/skills obtained through summer experience, legitimate payment method, and Safety Site Check.

JUNE

Week of June 22 **FIRST Site Visit** *[Contact with intern and employer is mandatory-may be completed virtually!]*

- Review of Intern pay stub is required to ensure taxes are being withheld.
- Coach the Student - is the student being a responsible employee? Is everything going well?
- Competency Check - is the employer living up to the Training Agreement?
- Complete Employer Evaluation Form-indicate date/time & include all necessary signatures.

JULY

Middle of July **Group Connection Virtual Meeting** *[Copy of Intern pay stub will be required]*

- Group meeting with interns is to check on their progress. Date and time to be determined by Job Coach. Meeting will be conducted virtually via Zoom or other similar platform.
- Take notes at the meeting, including a list of students who attended

AUGUST

By August 21 **SECOND Site Visit needs to be completed.** *[Contact with intern and employer is mandatory-may be completed virtually!]*

- Evaluation of the process, suggestions for improvement, opportunities for senior employment.
- Complete Employer Evaluation Form-indicate date/time & include all necessary signatures.

August 28 Paperwork from job coaches turned into Career Services. (Including; Wage and Hour Form and Report Card)

SEPTEMBER

TBD Summer Internship Celebration of Success - Lunch and recognition of interns.

Dates and activities that are highlighted in yellow are items the student/intern must attend during the school year.