



**Summer Internship Meeting
May 1, 2020**

**Ms. McIver
Career Services Specialist
amciver@lcjvs.net**



Housekeeping Items

- Meeting is being recorded
- Tracking Attendance – make sure login name represents you
- No Video
- Mute Audio
- Enter questions in chat

Congratulations!



Agenda

- Finding a Job
- Criteria for Summer Jobs
- Job Coach
- Schedule
- Forms & Documents
- Summer Internship Kick-Off Event
- COVID-19 Resources





Finding a job

- Resources

- JVS Job Board <https://www.lcjvs.com/protected/JobPostingSearch.aspx>
- Ohio Means Jobs <https://jobseeker.ohiomeansjobs.monster.com>
- Indeed, Snag a Job and other job boards
- Lab Instructor
- Friends & Family
- JVS Career Services-schedule a meeting

Do not use Craig's List!



Criteria for Summer Jobs

- Must be related to your JVS program
- Paid jobs must be documented by paystubs
- A job you're currently working at will qualify, if it meets the other criteria



Job Coach

- Each Summer Intern will have a Job Coach—JVS Staff Member, typically lab instructor
- Job Coaches help support Interns:
 - Finding a job
 - Forms
 - Questions and challenges during internship
 - Employer Evaluations—feedback on areas intern is doing well in and areas where the intern needs to improve



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.



Forms & Documents

All forms are on the JVS Website:

- High School
- Forms and Documents
- Summer Internship 2020

Forms & Documents

Training Agreement

- Must be completed before work begins
- Job Coach will provide your training agreement
- Student, Parent/Guardian, Employer, Job Coach, Job Coach's Supervisor and Career Services must sign

LORAIN COUNTY JVS

**LORAIN COUNTY JVS
STUDENT TRAINING AGREEMENT
FOR JOB PLACEMENT & WORK-BASED
LEARNING EXPERIENCES**

Date _____

Work-Based Learning _____
Summer Internship _____
Early Job Placement _____
After School Employment _____
Career-Based Intervention _____

Name of Company _____
Address _____
City _____ State _____ Zip _____ Fax _____
Phone _____ Email Address _____
Employer Contact Name _____
Human Resource Manager/Hiring Manager _____
Student Job Title _____ Student Wages _____
Employer Tax ID No. _____

Program _____
Student Name _____
Address _____
City _____ State _____ Zip _____
Phone No. _____ Associate School _____
Date of Opportunity or When Employment Begins _____

Scheduled Hours

M	T	W	Th	F	Sat	Sun	Total

Skills To Be Learned And Used On The Job (Job Site Supervisor)

- _____
- _____
- _____
- _____
- _____

Skills/Competencies Learned In The Career Technical Lab (Student/Lab Instructor)

- _____
- _____
- _____
- _____
- _____

Student Signature _____
Parent/Guardian Signature _____
Employer Signature _____

Lab Instructor Signature _____
Program Supervisor Signature _____
Career Services Coordinator Signature _____

EMPLOYER COPY


This Training Agreement is to be used by Lorain County JVS students who are placed in jobs or work-based learning experiences prior to graduation, and related to the student's career-technical program. All guidelines of the Fair Labor Standards Act will be followed for students under the age of 18. All employed students must be covered under Workers' Compensation insurance and paid in accordance with all federal, state and local wage and tax regulations.

"The Lorain County Joint Vocational School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities, and provides equal access to the Boys Scouts and other designated youth groups."

Forms & Documents

Student Education Plan & Safety Site Check Form

- Student Education Plan completed by Job Coach and Student
- Student, Job Coach and Employer Signs
- Safety Site Check completed by Job Coach along with employer at employment location



**Summer Internship Program
Student Education Plan**

STUDENT _____ PROGRAM _____

Student Learning Goals for Summer Internship (as envisioned by the intern)

1) _____
2) _____
3) _____

Learning Goals for the Summer Intern (as proposed by the JVS Job Coach)

1) _____
2) _____
3) _____

Strengths and Areas for Improvement

<u>Strengths</u>	<u>Areas for Improvement</u>
_____	_____
_____	_____
_____	_____

Review Training Agreement, specifically in the areas of

- Career-Technical Skills/Competencies of Student Already Learned in Lab
- Career-Technical Skills/Competencies To Be Learned on the Job

Review of Proper Payment Method – taxes withheld and covered under Worker’s Compensation

Student Signature _____ Date _____
Job Coach Signature _____ Date _____
Employer Signature _____ Date _____

A COPY GOES TO EMPLOYER, JOB COACH AND CAREER SERVICES OFFICE

Forms & Documents



LORAIN COUNTY JVS HOUR AND WAGE RECORD

NAME: _____ PROGRAM: _____

EMPLOYER: _____ DATE HIRED: _____

This completed form **MUST** be returned to Career Services at the Students debrief meeting in September!

Hour and Wage Record

- Update throughout the summer
- Submit at end of August/ beginning of September, when school resumes
- Interns must complete **at least 180** work hours to successfully complete the program (**120 hours for COS interns**)
- Gross Pay-before taxes and other items are deducted
- Net Pay-after taxes and other items are deducted

Pay Period/ Check Date	Check Number	Hours Worked This Pay Period	Gross Pay	Net Pay
TOTALS				

Forms & Documents

Employer Evaluation Sheet –Page 1

- Two evaluations will be completed
 - Week of June 22nd
 - By August 21st
- May be done in-person or virtually

LORAIN COUNTY JVS EMPLOYER EVALUATION SHEET



Student Name: _____
Date: _____

Employer: _____
Time In: _____ Time Out: _____

PLEASE CHECK THE ITEM IN EACH CATEGORY THAT IS MOST DESCRIPTIVE OF THE ABOVE NAMED STUDENT

PUNCTUALITY

- _____ Always on time (4)
- _____ Usually on time (3.5)
- _____ Occasionally late; should improve (2)
- _____ Frequently late (1)

QUALITY OF WORKMANSHIP

- _____ Accurate and efficient; functions independently or with little supervision (4)
- _____ Accurate and efficient; needs occasional supervision (3.5)
- _____ Makes errors without correcting them; needs frequent supervision (2)
- _____ Needs close supervision at all times (1)

PERSONAL APPEARANCE

- _____ Neat; always appropriately and attractively groomed (4)
- _____ Neat; usually appropriately and attractively groomed (3.5)
- _____ Neat; not always appropriately groomed, but not untidy (2)
- _____ Occasionally untidy (1)

INITIATIVE AND RESOURCEFULNESS

- _____ Demonstrates initiative and resourcefulness (4)
- _____ Moderate resourcefulness and initiative (3.5)
- _____ Below average initiative and resourcefulness (2)
- _____ Seldom demonstrates initiative and resourcefulness (1)

SOCIAL ADAPTABILITY

- _____ Stimulating, creative; has leadership ability (4)
- _____ Well-liked, friendly, cooperative (3.5)
- _____ Indifferent, lacks warmth; occasionally offends (2)
- _____ Often defensive (1)

VERBAL AND WRITTEN COMMUNICATION SKILLS

- _____ Clear and concise; communicates well (4)
- _____ Clear and concise in most situations (3.5)
- _____ Able to express in acceptable terms, room for improvement (2)
- _____ Expresses information poorly (1)

PLANNING, ORGANIZATION, EXECUTION OF WORK

- _____ Work is well-planned and organized (4)
- _____ Work is usually carried through (3.5)
- _____ Some planning; does not take all facts into consideration (2)
- _____ No plan of work or organization demonstrated (1)

CUSTOMER/EMPLOYER SERVICE

- _____ Provides superior customer service including friendliness, responsiveness, helpfulness and resourcefulness (4)
- _____ Usually provides good customer service (3.5)
- _____ Exhibits limited customer service skills (2)
- _____ Needs frequent reminders to provide better quality service (1)

ATTITUDE TOWARD SUPERVISION

- _____ Seeks suggestions for improvement (4)
- _____ Usually applies suggestions offered (3.5)
- _____ Ignores suggestions for improvement (2)
- _____ Resentful of suggestions; defensive (1)

Forms & Documents

Employer Evaluation Sheet- Page 2

- Signed by Student, Job Coach and Employer



Grading Scale: (Final grade will be blended with the lab grade & determined by lab instructor)

- A - Excellent*, student is performing above expectations (33-36)
- B - Above Average*, student can perform most assignments with minimal supervision (29-32)
- C - Satisfactory*, student can perform assignments with Supervision (26-28)
- D - Needs Improvement*, student is not performing to workplace expectations and is in jeopardy of dismissal (22-25)
- F - Unacceptable Performance*, student will be dismissed (0-21)

Jobsite Supervisor/Mentor

Printed Name & Title: _____ Signature: _____ Date: _____

Supervisor/Mentor Comments: _____

JVS Instructor

Printed Name & Title: _____ Signature: _____ Date: _____

Supervisor/Mentor Comments: _____

Student

Printed Name & Title: _____ Signature: _____ Date: _____

Supervisor/Mentor Comments: _____



Forms & Documents

• Problem Solving Tips

- If you're having problems with your supervisor or workplace mentor
- If you're experiencing problems with your fellow employees
- Please do not feel there is no answer to your concerns- someone will be available to help you and there should be options to address your issues

PROBLEM SOLVING TIPS



If you are experiencing a problem with your supervisor/workplace mentor, please consider these options:

- Call your job coach, ask them to help you work through your issue
- Talk to your supervisor directly



If you are experiencing a problem with your fellow employees, please consider these options:

- Talk to your supervisor/job mentor
- Call your job coach, ask them to help you work through your issue



If you are experiencing a problem with transportation, please consider these options:

Remember, reliable transportation was a critical requirement when applying for membership!

- Use your personal resources, i.e. parents, relatives, friends, neighbors, etc.
- Do NOT ask fellow employees for a ride unless absolutely necessary
- Call your job coach, ask them to help you work through your issue – maybe your hours could be changed to assist in your immediate transportation problem.



If you are experiencing a problem with the number of hours you are receiving, please consider these options:

- Talk to your supervisor/job mentor
- Call your job coach, ask them to help you work through your issue



If you are noticing an issue with your paycheck, please consider these options:

REMEMBER – you must be paid by a payroll check with the appropriate taxes being withheld – i.e. federal, state, local, social security, etc. That ensures that you are being covered under Workers

Compensation in case an accident occurs!

- Talk to your supervisor/job mentor
- Call your job coach, ask them to help you work through your issue



If you are experiencing other problems or cannot reach your job coach, please:

- Call the Career Services Office at (440) 774-1031, Ext. 22468 - leave a message if no one answers. Ms. Molver will be checking messages periodically.

**PLEASE DO NOT FEEL THERE IS NO ANSWER TO YOUR CONCERNS –
SOMEONE WILL BE AVAILABLE TO HELP YOU AND THERE SHOULD BE OPTIONS TO
ADDRESS YOUR ISSUES!**



Kick-Off Event

Friday, May 15th 9-10:30am

- Mandatory for all Summer Interns
- Zoom
- Guest Speakers
- Opportunity to ask questions



COVID-19 Resources

- Information for employees and employers

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>

Safety of JVS students and staff is the top priority!



Questions?????

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