Boonslick Technical Education Center

Agricultural Education/SAE Student Internship

August 2018

Google Classroom Code: 5nj1ale
Boonslick Technical Education Center Student Internship Process

Boonslick Technical Education Center and area businesses are working in cooperation to provide an internship opportunity for students enrolled in the agriculture program. The purpose of the program is to give students real-world experience and workplace readiness skills in the area of agriculture. Students will have the opportunity to work at a designated worksite as an intern.

If a student is going to be absent for any reason, the student must notify the employer as soon as possible and notify the Intern Educator prior to 9:00 a.m. if possible. The student will be receiving class credit for working at the internship, so it is imperative to be prompt to the worksite. Absences will count as loss of participation points, count towards school attendance, and the regular attendance policies set forth by the district will be adhered. The student must complete a weekly timesheet and must submit a copy of his/her pay stubs to the Intern Educator at the end of each month as record for his/her expected participation.

In order to insure accountability of the internship program, it is recommended that various records be kept on file by the school. The following records are required prior to participation:

- Copy of student’s driver’s license
- Completed Student Internship Agreement
- Completed Driving Permit
- Completed Student Internship Agency Memorandum of Understanding

During the course of the internship, the following will need to be completed by the due dates set.

- Completed job application
- Resume
- Weekly Time Card (to be completed weekly by student intern)
- Weekly Journal Entries/Assignments
- Supervision Report (to be completed by Intern Educator)
- Workplace Readiness Evaluation (to be completed by employers 3x per semester and sent or given to Intern Educator)
- Completion of State Degree and Proficiency Applications.

Deanna Thies, Intern Educator  Plan Period: 1:54:2-45pm  dthies@boonville.k12.mo.us 660-882-5306, ext. 7210
Boonslick Technical Education Center Student Internship Agreement

Student Name:

Home High School: _______________________________ Internship Site: ____________________________

Student’s Responsibilities:

☐ Agrees to perform the work assigned by the employer in a professional manner.
☐ Agrees to dress appropriately for the workplace including shoes/boot and personal safety devices.
☐ Agrees to report any job problems to the employer and Intern Educator.
☐ Must maintain passing grades in all classes at BTEC and home high school in order to maintain eligibility.
☐ Agrees to comply with all school and internship attendance policies.
   o Absences from school means absence from the internship site, and vice-versa.
☐ Will alert the Intern Educator if laid off or unable to work for other circumstances.
☐ Will secure reliable transportation to and from the job site. Must obtain a driving permit.
☐ Work the agreed upon average weekly hours to earn the number of credits that he/she is taking via the SAE Internship Program.
☐ Keep an accurate account of hours worked and submit pay stubs each month.
☐ Complete a resume, job application, state degree, and proficiency application.
☐ Maintain monthly record book entries.

Employer’s Responsibilities:

☐ Will work with the school on regularly evaluating the student’s performance and improvements.
☐ Will comply with all child labor laws and OSHA regulations.
☐ Students will receive work assignments and be supervised by a qualified person.
☐ Will notify the Intern Educator if the student’s performance becomes unsatisfactory and the employment is in jeopardy.
☐ Agrees to scheduled and non-scheduled job site evaluations by the Intern Educator or designee.
☐ Complete three evaluation forms during the course of the semester.

School’s Responsibilities:

☐ Internships are under direct supervision of the Intern Educator.
☐ The Intern Educator and/or the designee will periodically visit and evaluate the student at the job site as necessary.

Parent’s Responsibilities:

☐ Assist student in obtaining transportation.
☐ Provide proper clothing for the job site.
☐ Provide healthcare coverage for the student.
☐ Will notify the Intern Educator if any issues with the internship should occur.

We the undersigned, agree to the conditions and statements contained in this agreement:

Deanna Thies, Intern Educator       Plan Period: 1:54:2-45pm       dthies@boonville.k12.mo.us 660-882-5306, ext. 7210
Please attach a copy of the student’s driver’s license.
Boonslick Technical Education Center Student Internship Driving Permit

Student’s Name: ____________________________________________________________

Home High School: ____________________________________________________________

Internship Site: ______________________________________________________________

I, the undersigned parent or guardian, give permission for my son/daughter to participate in the SAE Internship Program and to drive to and from the above stated internship site beginning August 16th, 2017. Students will dually enrolled in another agriculture class in addition to the internship.

Please initial at the appropriate box.

☐ I give permission for my son/daughter to drive to and from the assigned internship site.

By signing and initialing in the appropriate areas I agree to hold Boonslick Technical Education Center, my son’s/daughter’s home high school, and the internship site harmless in the event of any accident or incident which may occur while traveling to and from the internship site or while working within the internship site.

Approved by:

_________________________                                    _________________
Parent/Guardian’s Signature                                  Date

_________________________                                    _________________
Home High School Principal                                    Date

_________________________                                    _________________
Boonslick Technical Education Center Director               Date

Must contain all signatures to be valid

Deanna Thies, Intern Educator
Plan Period: 1:54:2-45pm
dthies@boonville.k12.mo.us 660-882-5306, ext. 7210
Student Internship Agency
Memorandum of Understanding

By way of this Memorandum of Understanding ______________________________________ agrees to
(Employer/Internship Site Representative)
accept ________________________________ in an internship program set up through Boonslick Technical
Education Center (BTEC). By signing this memorandum, the student acknowledges that he/she is aware of the
responsibilities and the commitment being made to the company/agency.

The student agrees to work an average of 10 hours per week per ½ credit being taken beginning August 16,
2017. Students will be receiving a grade for this internship, so attendance and workmanship is essential.

The work assigned to the student is at the discretion of the employer. Specific goals should be discussed and
agreed upon prior to initiating the internship. This experience would be relevant to the student’s academic
background and offer opportunities to draw upon and further enhance existing skills.

Failure to report at a scheduled time and location (unless previously agreed upon) constitutes grounds for
immediate termination from the internship program for the student.

The Intern Educator will visit, either in person or by phone, the supervisor at the company/agency
periodically.

Any existing or arising problems regarding the internship memorandum of understanding should be reported
by the field supervisor to the Intern Educator prior to any formal action. The possibility of termination of the
internship requires a meeting of the involved parties, which are the employer, student, and Intern Educator,
to identify the problem and explore an alternative solution.

The student should understand that BTEC assumes no liability with respect to the student’s duties in the
internship. The student will not seek compensation for such injury from the school, irrespective of whether
or not the student is considered a volunteer or an employee of the company/agency.

This understanding in no way implies that the company/agency is obligated to pay the student intern for
services rendered as part of the internship experience. The agreement for wages is negotiated between the
student and the company.

Students will not be denied entry into the program because of race, color, national origin, sex, or handicap.

Student’s Signature: __________________________________________________________________
Employer or Internship Site Representative’s Signature: ______________________________________
Intern Educator’s Signature: ________________________________________________________________

Deanna Thies, Intern Educator       Plan Period: 1:54:2-45pm       dthies@boonville.k12.mo.us660-882-5306, ext. 7210
Boonslick Technical Education Center Student Internship Timesheet

Complete the chart each day. A completed copy of your chart will need to be placed into your binder each week along with a copy of your paycheck stubs.

<table>
<thead>
<tr>
<th>Insert Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Time Worked</th>
<th>Activities Accomplished</th>
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Total Hours Worked for the Week: ________
Agriculture/SAE Internship
Call Card

Student Name: ____________________________  Grade: ________
Student Phone #s: Home: ____________________  Cell: _______________
Student E-Mail Address: ____________________________
Name of Job Site: ____________________________
Address of Job Site: ____________________________
Manager or Supervisor’s Name: ____________________________
Job Site Phone Number: ____________________________
Job Duties: ______________________________________

Class Schedule:

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Weekly Hours Requirements

Student Name: _________________________________

Number of Credits Enrolled In: ___________

This requires that I work an average of ____________ hours per week or a total of ________________ hours for the semester.

Note:
For every ½ credit earned, a student must work an average of 10 hours per week.

½ Credit Earned = 10 hours per week (average)
1 Credit Earned = 20 hours per week (average)
1 ½ Credit Earned = 30 hours per week (average)