

Student Work Based Learning Experience

Internships



| Overview of Work Based Learning Experiences | |
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| Internships | |
| What an Internship looks like. | <p>The purpose is to provide a practical introduction to the work environment through direct contact with professionals in the community.</p> <p>The internship should include, but not be limited to, the following:</p> <ul style="list-style-type: none"> ▪ discussion of professional job requirements ▪ awareness and knowledge of career opportunities ▪ building vocabulary appropriate to the area of professional interest ▪ development of decision-making skills ▪ development of personal and educational job-related skills ▪ increase in responsibility and roles (every 2 weeks) ▪ hands-on involvement in workplace activities and projects ▪ students guided by a mentor |
| What an Internship does not look like. | <p>Interns should not:</p> <ul style="list-style-type: none"> ▪ conduct mostly clerical work (making copies, filing, answering phones, etc.) ▪ working without guidance from a professional ▪ replace a paid employee |
| Internship Length | <p>Students must complete a minimum of 150 hours of internship in an approved setting based on students' area of interests. The internship is designed for students to work with a mentor supervisor to provide daily supervision and provide the students the opportunities to integrate content and pedagogical knowledge. The student will submit a completed portfolio/project/presentation by the end of the course for feedback.</p> |
| Internship Required Documents | <p>Florida Department of Education requires specific documentation be completed. This includes:</p> <ul style="list-style-type: none"> ▪ Training Plan Worksheet ▪ Training Agreement Worksheet ▪ Monthly Timecards ▪ Monthly Employer Observations |
| Eligible Students | <ul style="list-style-type: none"> ▪ Students in level 3-4 course in a CTE program* ▪ Students who earned 1+ industry certification* <p>*Unless otherwise requested by an employer.</p> |
| Complete an Application | <p>If you are interested in having a Lee County high school student for a Work Based Learning Experience, please complete a Transeo profile here: bit.ly/transeolee</p> |

Please contact Kelly Thawley (KellyKT@leeschools.net) for assistance with Work Based Learning Experiences or our website:

https://www.leeschools.net/our_district/departments/academic_services/adult_and_career_education/CTE/WBLE

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Work Based Learning Experience Process (WBLE)

1. Eligible students will be identified by their CTE teacher and informed of the opportunity to create a Transeo (work-based learning online platform) profile at bit.ly/transeolee.
2. The teacher of instruction will assist students in creating their profile and searching for WBL opportunities on the Transeo WBLE student portal. They may also compile applications/resumes with students.
3. Cooperating partners/businesses will create a Transeo profile and list available WBL opportunities for students at bit.ly/transeolee. District CTE staff will authorize and activate profiles on the interactive portal. Business will set up interviews with their choice of students.
4. During the interview, the business partners will discuss expectations of the WBLE with the student.
5. The teacher of instruction will provide the student interns with the expectations and the following documents [Student Training Plan Worksheet](#) AND [Training Agreement](#). Students must submit all completed documentation to the teacher of instruction before starting their internship.
6. Parent/guardian is required to review and sign the completed Training Agreement for Work-Based Learning Students – original forms to be submitted to the teacher of instruction.
7. Students will be responsible to maintain accurate monthly timecards and obtain Supervisor signatures. Timecards are to be submitted to the teacher of instruction by the 1st of the following month (i.e. – September's timecard is due October 1st).
8. All completed forms must be returned to the teacher of instruction. Forms to remain on file at the school for 5 years.
9. The teacher of instruction will provide copies of the Student Training Plan Worksheet and Student Training Agreement with Kelly Thawley in Career & Tech Ed:
 - a. Career & Tech Ed will confirm the students are covered under the accident insurance policy.
10. The teacher of instruction must complete an observation once a month.
11. The teacher of instruction and employer will address any issues related to students and the WBLE.
12. The following items should remain in the student folder and stored at the school location for 5 years:
 - a. Completed [Student Training Plan Worksheet](#)
 - b. Completed [Training Agreement for Work-Based Learning Students](#)
 - c. Completed [formal observations](#)
 - d. Completed Monthly Timecards (will be sent to teacher of instruction to assign to student)

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