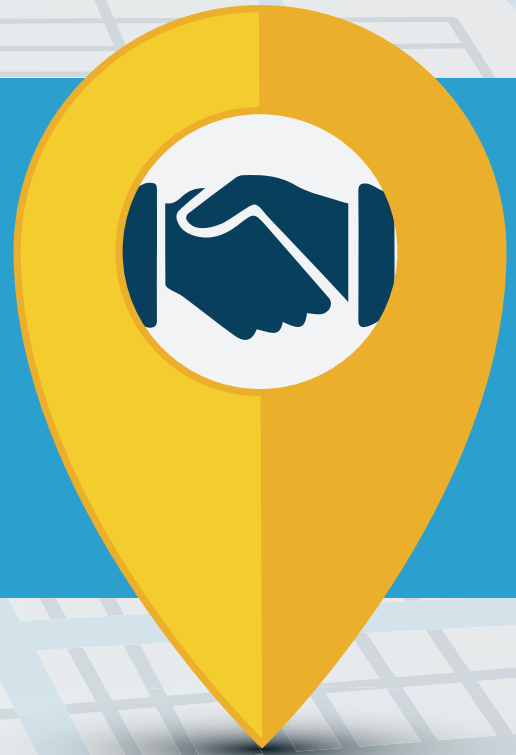


ROCK INTERNSHIP PROGRAM



Student Manual



Overview

The purpose of the Rock Internship Program is to accelerate personal, as well as professional, skills development and career-related exposure for rising High School Seniors. This structured, earn-and-learn (paid internship) model will provide students with a meaningful, career pathway experience that will serve as a foundational element of their Academic & Career Plan (ACP); thereby, positioning students for future academic and workplace success. As such, students will gain: valuable interviewing, job searching and resume building experience; direct, career exposure at a worksite; opportunities to develop or improve communication, critical thinking, leadership and teamwork skills; and important networking connections.

The Rock Internship Program is designed to run for a total of four weeks and one half-day. Students will report to their designated intern worksite four days per week (Monday – Thursday), where they will work a maximum of four hours per day. Actual work hours will be determined by the intern worksite. On Fridays (from 8 AM – Noon), students will report to Blackhawk Technical College's Central Campus and participate in topic seminars and/or supplemental ACP work. An additional block of 4 (four) +/- program hours will be dedicated toward addressing pre-employment onboarding and other relevant programming.

The Rock Internship Program is a collaborative talent development offering supported by Blackhawk Technical College, Rock County 5.0 and the Southwest Wisconsin Workforce Development Board.

For program information, visit this link – www.YourRockInternship.com

Participation & Eligibility

To participate in the Rock Internship Program, the following rules and regulations apply.

- Students must be *at least* 16 years and a resident of Rock County, WI, by the Signing and Orientation Day; and be eligible to work in the U.S. and Rock County, WI.
- Students must have parental and/or legal guardian consent and be able to document said consent, by the Signing and Orientation Day.
- Students must be *entering their senior year* of High School, as identified and/or recognized by the Wisconsin Department of Instruction or an accredited education organization.
- Students must have reliable transportation, ensuring full access and participation as it relates to *every program obligation* outlined with this manual and the Internship Program Participation Agreement.
- Students must have *an active ACP*; be making progress toward fulfilling and/or meeting district-specific ACP requirements; and there must be alignment with the identified internship and the ACP.
- Students must [apply online](#) and *submit a completed application*, including one Letter of Reference from an existing district staff or faculty member, by no later than 5 PM on April 30, 2018. As part of the application process, students will be required to participate in one or two interviews with the Internship Coordinator and/or the intern (worksite) employer.

Program Calendar and Intern Work Schedules

Interns are only allowed to work a maximum of 16 hours per week: 4 hours per day (Monday – Thursday) at the intern worksite and then four hours every Friday at BTC’s Central Campus. Signed timesheets and work logs must be submitted weekly.

Actual report time to the intern worksite will be agreed to by the intern and the intern worksite supervisor; and communicated to the Internship Coordinator on or before the Signing and Orientation Day event.

Interns will be paid for the Signing and Orientation Day event, as well as the Graduation Day event. Interns are responsible for providing their own transportation [NOTE: For documented hardship cases, a stipend to offset transportation-related expenses might be available. These decisions will be determined on a case-by-case basis.].

Program attendance and participation are mandatory.

- April 30, 2018: Intern applications are due by no later than 5 PM.
- May 7 – May 18, 2018: Internship Coordinator conducts onsite (school) district interviews with interns. Specific time TBD.
- May 21 – June 1, 2018: An interview between the employer and the intern, occurs onsite at the intern worksite. Specific time TBD.
- June 12, 2018: Signing and Orientation Day event will be held, from 10 AM to 2 PM, at BTC’s Central Campus.
- June 18 – June 22, 2018: Interns report to worksite Monday – Thursday, for not more than four hours per day. Interns report to BTC’s Central Campus on Friday, from 8 AM to Noon.
- June 25 – June 29, 2018: Interns report to worksite Monday – Thursday, for not more than four hours per day. Interns report to BTC’s Central Campus on Friday, from 8 AM to Noon.
- July 9 – July 13, 2018: Interns report to worksite Monday – Thursday, for not more than four hours per day. Interns report to BTC’s Central Campus on Friday, from 8 AM to Noon.
- July 16 – July 20, 2018: Interns report to worksite Monday – Thursday, for not more than four hours per day. Interns report to BTC’s Central Campus on Friday, from 9:30 AM to 1:30 PM. [NOTE: The program’s Graduation Day will be incorporated into the July 20th programming] Interns will also be required to submit and present a summary of their Rock Internship Program experience. Details regarding this capstone project will be provide by the Internship Coordinator.

Employer of Record and Payroll

The Southwest Wisconsin Workforce Development Board (SWWDB) is the Employer of Record and the rate of pay is \$10 per hour. As such, SWWDB is responsible for handling all payroll and workers’ compensation insurance items associated with the Rock Internship Program.

Specific payroll on-boarding and reporting procedures will be reviewed during the Signing and Orientation Day. To ensure timely arrival of the payroll check, timesheets must be submitted electronically by the intern, in the prescribed form, format and time frame, to Danielle Thousand (SWWDB Finance Manager) at d.thousand@swwdb.org.

Tardy & Absenteeism, Conduct and Grounds for Termination

Attendance at all internship program activities, events, etc. *is mandatory*. Vacations, athletic events or practices, and secondary employment obligations, etc. will not be recognized as excused absences. If a circumstance surfaces that restricts an intern's ability to meet their daily / weekly obligation(s), that intern must immediately communicate (as defined by at least 30 minutes prior to the scheduled report time) via phone and/or email with both the Internship Coordinator and the intern worksite.

Unexcused absences, habitual tardiness and/or other non-participation instances serve as grounds for termination from the program. In the event that an unexcused infraction occurs, a strike will be issued and then be noted in the intern's file. If an intern accumulates three strikes, he/she will be terminated from the program.

Extraordinary events will be addressed on a case-by-case basis and subject to the discretion of the Internship Coordinator and the intern worksite.

Disrespectful, harmful, hateful, inappropriate, illegal and/or violent conduct will not be tolerated. If any of the following circumstances surface, the intern will be immediately terminated from the program and other municipal and/or criminal penalties may apply:

- Using or being under the influence of alcohol, tobacco and/or drugs (ATOD).
- Physical or personal property damage, including but not limited to theft, vandalism and/or bodily harm.
- Possession of firearms, explosives, weapons or any other hazardous devices; and/or using any item as a weapon.
- Fraudulent reporting of internship hours worked.
- Inability and/or refusal to follow directions.
- Physical and/or verbal harassment to an employee, vendor, visitor, fellow intern or Rock Internship Program contacts.

NOTE: Using personal mobile or cellular devices while at the intern worksite and/or during any BTC program event is strictly prohibited. To alleviate this issue, interns are encouraged to leave these devices in their vehicle and/or in a designated location.

Conflict Resolution

In the event a conflict surfaces, regardless of cause, interns will be required to meet with the Intern Coordinator, the intern worksite supervisor and/or other involved parties. Refusal to fully participate in a conflict resolution process may lead to termination from the program and future academic, athletic and/or extracurricular participation restrictions at the intern's school district.

Intern Responsibilities

Confirming your schedule with your worksite supervisor

It is your responsibility to coordinate and confirm your weekly work schedule with your worksite supervisor. Please remember that your work hours may not exceed the program guidelines and if they do, these hours *will not be eligible* for payment from the program.

Attendance and dependability

You are expected to report to work, activities and seminars on-time. If you must be absent or tardy, you are required to contact the Internship Coordinator and the intern worksite supervisor – via email or phone – *at least 30 minutes prior to the assigned report time*. Attendance at all (BTC) program activities, events and related seminars is mandatory.

Performance

During the internship, professionalism and performance matters. Simply stated, arrive each day ready to learn-and-earn. Your performance will be evaluated throughout the internship, with feedback provided by both the Internship Coordinator and the intern worksite supervisor.

Time and Recordkeeping

You are responsible for tracking your work hours. Per the Internship Program Participation Agreement, interns are allowed to work 16 hours a week at their worksite and then log four hours weekly at BTC's Friday seminars. All hours tracked will be recorded and then submitted per SWWDB procedures. In addition, students are required to keep a weekly journal of said job responsibilities. These will be reviewed by, as well as discussed with, the Internship Coordinator. Fraudulent records and/or failure to comply with the aforementioned items may result in payment delay or program termination.

Rules and Regulations

You are expected to follow all rules, regulations; policies and procedures; and direction, guidelines and/or instructions associated with the Rock Internship Program.

Your Intern Worksite

The first day in a new job can seem a lot like your first day of school. Remember that you only get one chance to make a good impression. Below are a few tips to make your internship a positive experience.

- Be prepared, know your schedule, the intern worksite supervisor and the Rock Internship Coordinator contacts.
- Dress for success (and per the worksite requirements) and be on time.
- Be attentive, courteous, polite, professional and respectful because first impressions count.
- Write things down and ask plenty of questions.
- Be enthusiastic, helpful, flexible and show initiative.
- Keep a positive attitude.

No matter what task you have at hand, put your best foot forward and demonstrate that you are dependable, reliable and trustworthy. You may be assigned a task you do not particularly enjoy, but once you have gained the trust of your intern worksite supervisor, you may be assigned to other and/or more appealing tasks.

Finishing up Your Internship

As an intern you are gaining more than just money: you are expanding your professional network and learning first-hand about career paths. During the final week of your internship, you should be doing the following:

Get References

Ask your supervisor and anyone else you may have worked with if they will allow you to use them as a reference. These references will prove useful for future employment and academic uses, respectfully.

Ask for a Letter of Recommendation

If you are going to need a letter of recommendation, this would also be the time to ask. It is best to ask your supervisor to write this while your information is still fresh in their mind.

Network

Ask your supervisor about setting up informational interviews with someone who is in the field where you are thinking about launching a career. For example, if you think you are interested in pursuing marketing, and your host site has a marketing department, ask if you can set up a time to meet with someone there.

Additional Information / Questions / Support

Prior to submitting an internship application, students are strongly encouraged to connect with their district's Career & Technical Education and/or Guidance Counseling staff.

Kerry Osmond (kosmond1@blackhawk.edu / 608.757.7728) is the Internship Coordinator and the main program contact for interns and their intern worksites.

All timesheet and payroll related questions should be directed to Danielle Thousand, SWWDB Finance Manager, at d.thousand@swwdb.org or 608.342.4220 Ext. 224.

For any additional information, visit www.YourRockInternship.com .

Rock Internship Program Participation Agreement

The purpose of the Rock Internship Program is to accelerate personal, as well as professional, skills development and career-related exposure for rising High School Seniors. This structured, earn-and-learn (i.e. paid internship) model will provide students with a meaningful, career pathway experience that will serve as a foundational element of their Academic & Career Plan (ACP); thereby, positioning students for future academic and workplace success. As such, students will gain: valuable interviewing, job searching and resume building experience; direct, career exposure at a worksite; opportunities to develop or improve communication, critical thinking, leadership and teamwork skills; and important networking connections.

The Rock Internship Program is a collaborative talent development offering supported by Blackhawk Technical College (BTC), Rock County 5.0 and the Southwest Wisconsin Workforce Development Board (SWWDB). While SWWDB serves as the program's Employer of Record, BTC is providing daily administrative and program management functions. As such, Kerry Osmond (kosmond1@blackhawk.edu / 608.757.7728) is the Internship Coordinator and the main program contact for both interns and their intern worksites. Meanwhile, Rock County 5.0 is providing program marketing and financial underwriting services.

It is agreed that _____ (Enter Student's Name) **will perform the duties and responsibilities of a High School Internship with** _____ (Enter Organization's Name).

The Employer agrees to do the following:

- Provide a meaningful, experiential earning-and-learning and mentoring environment for the intern; and adhere to the program's daily / weekly hours of employment regulations.
- Provide financial and technical support, as outlined within the Employer Internship Manual.
- Identify and assign a primary intern worksite supervisor and a secondary worksite contact; and agree to a participation background check (if requested).
- Immediately inform the Internship Coordinator of any concerns or issues that surface.
- Provide weekly feedback, as well as an end of program evaluation, unless otherwise agreed upon.
- Participate in the Internship Signing and Orientation Day, and the Graduation Day.
- Comply with all applicable local, state and/or federal workplace discrimination, environmental and/or safety regulations.

The Student agrees to do the following:

- Follow the (worksite supervisor's) employer's policies, practices, procedures, dress code, and/or standards of conduct, as well as any additional requirements outlined within the Student Internship Manual, as applicable. If I do not understand any of my employer's requirements, I will request clarification.
- I understand that my performance as an intern will be measured primarily by the worksite supervisor, and feedback from the Internship Coordinator will be taken into consideration, as well.
- I understand that program participation, beginning with the Signing and Orientation Day and then continuing through to the Graduation Day, is mandatory.
- I understand that I am responsible for accurately reporting and timely submitting the payroll time sheets, as more fully explained and demonstrated during the program's Signing and Orientation Day.
- I understand that I am required to complete and submit signed Intern Log Worksheets, as described during the Signing and Orientation Day event.
- I understand that I may be required to complete, and pass, a background check to participate in this program and/or to work at a specific intern worksite.
- I will provide current, and complete, personal and family contact information, to the Internship Coordinator and the worksite supervisor, at all times during the internship. This information will be submitted, by using the Internship Contact Information Form, at the Signing and Orientation Day event.

- I understand that my intern worksite and/or the supervisor is counting on me to complete my assigned work accurately and on time. I will notify my worksite supervisor and Internship Coordinator immediately if I will be absent due to illness or another serious circumstance. I will immediately contact my worksite supervisor and/or a designated alternative contact, and the Internship Coordinator, if I experience harassment, discrimination, workplace violence; sustain a worksite injury and/or any other improper workplace incidents.
- I will conduct myself professionally at all times. This includes, but is not limited to:
 - ✓ Maintaining confidentiality regarding employer information, relating to clients, customers, patients, employees, products, services, and other non-public information, that is proprietary to the employer.
 - ✓ Reporting to work on time and in proper attire; providing an outstanding work product; working cooperatively with the worksite staff.
 - ✓ Using appropriate written, oral, and electronic communication in all interactions with worksite staff, clients, customers, patients, and the Internship Coordinator.
 - ✓ Completing all orientation, training, or testing as required by the Rock Internship Program; and observe all safety rules, procedures, and policies.
- Engage in positive, professional, and legally compliant behavior; and accept responsibility and accountability for my actions; and ensure that I conduct myself with dignity and respect toward every person with whom I interact.

The Internship Coordinator reserves the right to terminate the internship if it is decided the student is not performing satisfactorily; if program (conduct and participation) rules have been violated; and/or the experience fails to meet the expectation of both the student and the employer. The worksite supervisor may also request removal of the student, at its discretion and without prior notice.

Students participating in the Rock Internship Program may maintain, if they choose and at no cost to any of the participating and/or sponsoring organizations, comprehensive health and medical or student accident insurance. Upon request, evidence of such insurance shall be provided to Internship Coordinator.

The Internship Coordinator agrees to do the following:

- Coordinate the Internship experience, serving as the primary contact and resource for interns and their intern worksites.
- Lead and/or manage the intern and intern worksite selection processes.
- Provide and conduct intern onboarding, basic pre-employment training and exposure to other relevant workplace topics.
- Monitor intern journals and facilitate access to supplemental career and/or higher education resources.
- Identify, address and/or resolve any SWWDB payroll related issues.
- Identify, address and/or resolve any disciplinary or conflict resolution issues.
- Conduct pre-and-post and/or current intern worksite visits.
- Communicate with participants and partners for the purposes of conducting formal program assessment and evaluation related activities.
- Collaborate with Rock County 5.0 regarding any media, public and/or stakeholder reports, updates, etc.

The SWWDB Agrees to do the following:

- Serve as the Employer of Record for this program.
- Be responsible for handling all payroll and workers' compensation insurance items associated with this program; and serve as said resources as it concerns these topics.

By signing below, you are confirming that all Information you have provided on this form, and all other related Rock Internship Program forms and/or materials is accurate, complete and truthful; and you certify that you have read and understand the program’s terms and conditions; and you agree to hold harmless the Intern Worksite Employer and/or its staff; Blackhawk Technical College and its Internship Coordinator; Southwest Wisconsin Workforce Development Board and staff; and Rock County 5.0 and/or any of its member or partnering organizations, its contributors, independent contractors for all liability claims; for any direct or indirect damages, and/or outcomes associated with participation in this internship program. You further acknowledge that you are authorized to sign this Agreement; and understand this section shall continue beyond the expiration or termination of this Agreement.

I/We agree to comply with the conditions of this Agreement.

Student Intern (Print and Sign Name) **Date**

Student Parental and/or Guardian (Print and Sign Name) **Date**

Employer/ Intern Worksite Supervisor (Print and Sign Name) **Date**

Rhonda Suda, Southwest Workforce Development Board (Print and Sign Name) **Date**

Kerry Osmond, Internship Coordinator (Print and Sign Name) **Date**

Student Intern Weekly Log Sheet

Instructions: Please duplicate for each workweek and then make sure to hand-in a copy of this completed form every Friday to the Internship Coordinator.

Date	Hours Worked	Activities Performed
Total hours worked total:		

Supervisor's Signature/Date

Student's Signature/Date

ROCK INTERNSHIP CONTACT INFORMATION FORM

Student Intern Name _____ High School _____

Student Telephone _____ Student Email _____

Emergency Contact Name (Student's Parent and/or Legal Guardian) _____

Emergency Contact Phone Numbers (work and cell) _____

Emergency Contact Emails (work and home) _____

Intern Worksite Supervisor Name _____ Job Title _____

Address _____ Work & Cell Phone Numbers _____

City/State _____ Zip Code _____ Email _____

Alternative Worksite Contact _____ Job Title _____

Phone _____ Email _____

Internship Title and Description of Duties (If available, please *attach a job description*)

Date Internship begins 6/18/18 Date Internship ends 7/20/18 Maximum Worksite Hours / Week 16

Worksite Schedule: Monday _____ Tuesday _____ Wednesday _____ Thursday _____

FREQUENTY ASKED QUESTIONS

When is the Rock Internship Program Offered?

The program will be offered immediately following the spring school semester, kicking-off in early June 2018.

Who can participate in this internship program?

If you're at least 16 years old; a resident of Rock County, WI; and entering your senior year of High School; then you can apply to participate in the program. Internship placements are limited, so applicants are encouraged to apply early versus waiting until the April 30th application deadline.

How long is the internship?

The internship program will last for a total of four (4) weeks and one-half day. The program kicks-off with a June 12th Signing and Orientation Day, followed by the first worksite report date of June 18th. July 19th is the final worksite report date and then a Graduation Day will be held on July 20th. Program attendance and participation, throughout the entire internship program, are mandatory.

How much will I get paid and how will I get to work?

You will be paid an hourly rate of \$10 / hour (minus the customary payroll deductions); and be responsible for providing your own transportation to the worksite and BTC.

What types of internships will be available?

Initially, there will be a limited number of internships available. While the list of participating employers may fluctuate, the goal is to make sure there is a diverse internship offering, covering a range of career clusters. Using information from the ACP's, the Internship Coordinator will attempt to match-up employers with students, respectively.

What assignments, tasks or jobs will I be performing?

You may be performing tasks or jobs that are consistent with your skill-set capacities and capabilities. You will not be assigned to "hazardous" duties (as defined by OSHA) and your worksite supervisor will make sure the appropriate level of safety, instructions and related oversight are provided.

Where can I receive more information and how do I get started?

First, contact your Guidance Counselor and/or the Career & Technical Education instructors. Next, review the Rock Internship Employer Manual and once you've finished that quick read, then complete the online [Intern Worksite Registration form](#). Need more info, contact: Kerry Osmond, Rock Internship Coordinator, 608.757.7728 or kosmond1@blackhawk.edu .

POST-INTERNSHIP STUDENT SURVEY FORM

After participating in the Rock Internship Program, please share your feedback by completing the below form. Your individual response will remain confidential and the information provided will be used by the Internship Coordinator to determine the overall effectiveness of the program, as well as to make any necessary changes for future program years. For each category below, please select only one corresponding (column) rating.

How would you rate the following?	Poor	Fair	Good	Very Good	Excellent	N/A
Orientation to the Intern Position						
Training Received (at the worksite)						
Quality of (worksite) Supervision						
Opportunity to Make a Meaningful Contribution						
Workload and Productivity						
Effective Use of Your Time and Abilities						
Relevance to Development of Your Career Path						
Opportunity to Develop New Skills and Abilities						
Given Increased Responsibility						
Significant Activities, Projects and Assignments						
Knowledge Gained about the Career / Industry						
Overall experience						

Would you encourage a friend to participate in the Rock Internship Program?

Yes

No

Please Explain:

Additional comments or feedback:
