

Employer Guidelines

New Covenant Christian School

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Internship Employer Guidelines

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INTRODUCTION

Internships work! In an internship experience, the student pays tuition and receives high school credit for the designated course. The employer must agree to an internship placement by signing a Training Agreement that outlines learning objectives to be accomplished by the end of a specified period, usually a school semester or summer session.

Internships are structured, work-based learning educational strategies. The goal of an internship is to integrate classroom studies with learning through productive work experiences in a field related to the student's academic and career goals and within a values-based setting. This partnership of student, employer, and educational institution benefits all partners.

Internship experiences aim to bridge the gap from school to work and provide a meaningful learning experience for the student. In addition, the student receives guidance related to job search activities, work attitudes and assistance with issues during the employment. The student gains industry-specific skills as well as increased feelings of productivity and self-worth. It is the opportunity to "get connected" in the field, which can lead to permanent employment. Employers are increasingly requiring applicants to have work experience in their fields before permanent employment is offered. Students with internship experience have an advantage in the hiring process.

Internships within the New Covenant Christian School program are formatted as a one-half credit course for students enrolled as high school juniors or seniors. **The internship requires a minimum of 60 hours of work during the semester or summer in order for the student to attain the one-half credit.**



WHY DO EMPLOYERS PARTICIPATE IN INTERNSHIPS?

Employers of internship students have noted the following advantages:

- ◆ Highly motivated trainee-level (or more advanced, depending on the student) talent whose productivity often exceeds expectations and who often provide useful suggestions for improving your work processes.
- ◆ Generally, these students easily earn their compensation, if paid, and the time invested.
- ◆ Students provide temporary help during a busy time.
- ◆ Students are useful for completing special projects.
- ◆ Employers attain an opportunity to observe a student's performance before possibly making a commitment to full-time employment.
- ◆ An internship reduces some of the expense of recruiting, training, and orienting new personnel.
- ◆ Enhances company relations with colleges and students.

In addition, a national survey of employers who have hired former internship students indicated that:

- ❖ Internship students advance more rapidly on the job and are more frequently promoted to supervisory positions.
- ❖ Internship students are more flexible in assuming work responsibilities.
- ❖ Internship students are more easily recruited at considerably lower cost and have the tendency to remain with the employer for a longer period of time.



HOW DOES AN EMPLOYER BECOME INVOLVED?

Most employers become involved with the internship program in one or more of the following ways:

1. New Covenant Christian School solicits the participation of an employer.
2. An employer, recognizing the benefits, requests to be considered for participation.
3. A student requests that a particular employer be considered for participation.

WHAT QUALIFICATIONS MUST AN EMPLOYER MEET?

The employer must understand and be committed to the concept of internship education, as well as understand the mission of New Covenant Christian School. Those who can provide internship positions that meet the following qualifications are encouraged to participate in the program.

1. The job must provide educational experiences in an area directly related to the student's course of study or career goals, as determined by New Covenant Christian School in conjunction with the employer.
2. The job must provide meaningful and challenging learning experiences for the student.
3. The job should be relatively secure in order to provide a **minimum of 60 hours** of internship experience for a one-half credit class.
4. The employer will cooperate with New Covenant Christian School and the student in jointly developing specific learning objectives for the internship period.
5. The employer will enter into a Training Agreement with New Covenant Christian School and the student; the Training Agreement will represent the contractual relationship governing the parties.



6. During and at the conclusion of the work experience, the employer agrees to assist New Covenant Christian School in evaluating the student's performance and progress toward meeting specified learning objectives.
7. The employer must practice and sign a statement agreeing to equal employment opportunities and must provide a safe and secure work environment for the student.
8. Students performing internships are required to maintain a log of their hours and the tasks they performed during those hours. The employer should assist the student as required in preparing and maintaining the log.
9. Employers must be able to comply with any federal or state laws or regulations with respect to employing students who may be minors within their workplace, including the Commonwealth of Pennsylvania Child Labor Law. Appropriate clearances must be obtained for those persons working in proximity with minor students.

DEFINITIONS / FUNCTIONS

Student/Employee

A student/employee is currently enrolled at New Covenant Christian School as either a junior or a senior. He or she has applied for an internship and has entered into a Training Agreement. The student should be considered an employee subject to the same rules and regulations as other employees and will be expected to conform to company policies and procedures. The student is responsible for transporting him/herself to the employer's workplace.

Employer

An organization that hires a student executes the Internship Training Agreement and agrees to the guidelines provided herein. The employer should provide appropriate notification to the student/employee of rules and regulations, working conditions and company policies and procedures, as with any new hire. **The employer is responsible for compliance with all federal or state laws and regulations with respect to employing minors within their workplace.**



New Covenant Christian School

New Covenant Christian School provides educational credit for successfully completed internships. New Covenant's Principal/CEO (or his designee) will work with the employer and student to determine learning objectives and will monitor the program.

Training Agreement

Document signed by all parties to outline the nature of the job and the anticipated learning experience.

Learning Objectives

Describe job tasks in terms of learning experiences anticipated to take place on the job. The objectives are developed by student, employer and New Covenant Christian School. A job description can serve as all (or part) of the learning objectives.

Job Site Visit

The Principal/CEO of New Covenant Christian School (or his designee) may visit the employer's job site to determine suitability of site, review learning objectives and execute the Training Agreement. A second visit may be made midpoint to review student progress. If the Principal/CEO of New Covenant Christian School (or his designee) is unable to make an onsite visit, the midpoint review will be conducted via a telephone interview. A final visit or telephone call is made at the conclusion of the internship to evaluate student performance. It is important that the student and job supervisor be available during the visits and/or telephone contacts, and every effort made to accommodate their schedules. Supervisors are always free to contact the Principal/CEO of New Covenant Christian School (or his designee) at any time to discuss the student's progress or other issues which may arise relating to the work experience.

Evaluations

Employers are asked to assess whether each Learning Objective has been met. This information will be used by the Principal/CEO of New Covenant Christian School (or his designee), along with student's Activities Log and Narrative Report to determine the grade. The employer should be accurate and fair in assessing whether the student has met the Learning Objectives.



ON THE JOB CONCERNS

Students are required to notify both the employer and the Principal/CEO (or his designee) of New Covenant Christian School if a prolonged absence from the job is necessary. Short-term absences (1 to 2 days) should be dealt with according to employer policy; however, for excessive or extended absences, the employer is asked to call the Principal/CEO (or his designee) as soon as possible. Often an intervention may be able to address the problem or issue, and alternatives can be implemented.

The employer should contact the Principal/CEO (or his designee) immediately with any on-the-job concerns related to the student's performance or behavior.

In some cases, termination of the internship prior to its completion may be necessary. This may be initiated by the employer or the student and may be for a variety of reasons, ranging from incompatibility to a lack of adequate work. New Covenant Christian School requests that the employer notify the Principal/CEO (or his designee), as soon as possible, if termination arises. This will allow an attempt to resolve the issues through faculty intervention and assist the student. Timely notification is important. **Please keep in mind potential financial repercussions (loss of credit) to the student if an internship is terminated before completion.**

Students need supervision and feedback, both positive and negative, from their job supervisors. This enhances the employment experience. Other benefits include:

- The employer will learn of any problems being experienced by the student which may adversely affect learning and/or productivity.
- The student feels part of the employer's organization and that his or her work is contributing to its success.
- The employer will be given the opportunity to point out any shortcomings that may be evident in the student's work habits or skill level and offer constructive criticism when warranted.



WAGES, SALARIES AND STIPENDS FOR INTERNS

Financially compensating an intern is a tradition based on the sound principle that learning by doing is more effective than learning by observation. Compensation greatly enhances the likelihood that the internship student will be assigned meaningful and productive tasks. In short, a paid intern becomes a worker, not a watcher. New Covenant Christian School students bring definitive and valuable skills to their jobs and become productive quickly. Generally, we strongly suggest, but do not require, that students be paid at a rate equal to that of other employees performing similar tasks at the same level of productivity.

BASIC DOCUMENTATION

The basic documentation for the Internship which is relevant to the Employer is attached.



INTERNSHIP TRAINING AGREEMENT

Name of Intern _____ Date _____

Name of Employer _____

Address _____

City/State/Zip _____

Phone _____ E-mail _____

Intern's Immediate Supervisor _____

Work Period _____ to _____

Hours per week _____ Pay rate/hour _____

***Please read the RESPONSIBILITIES below
prior to signing the Training Agreement.***

Student: Adhere to all employer policies and the *New Covenant Christian School Parent/Student Handbook*; make every effort to complete Learning Objectives during work period; notify employer and New Covenant Principal of any illness or emergency that interferes with completion of program; and contact New Covenant Principal prior to terminating program/placement.

Employer: Provide varied work experience and training opportunities as described below under Learning Objectives and in the *Employer Guidelines* booklet and assist New Covenant Christian School in evaluating the performance of the student; provide a safe and healthy Christian working environment; meet with student and New Covenant Christian School representative as needed; and provide the number of work hours needed per credit.

EMPLOYER HEREBY CERTIFIES IT IS IN COMPLIANCE WITH THE PA REQUIREMENT FOR OBTAINING CLEARANCES FOR EMPLOYEES IN CONTACT WITH STUDENTS.

New Covenant Christian School: Provide the student with instruction in job related skills prior to placement; meet with the employer to review the Learning Objectives; periodically visit the student at the Internship site where geographic location permits; grant credit for completion of successful work period.

Employer/Supervisor _____

Student _____

New Covenant Christian School _____



LEARNING OBJECTIVES

The following objectives for the work period have been established and agreed upon by the signing parties:

