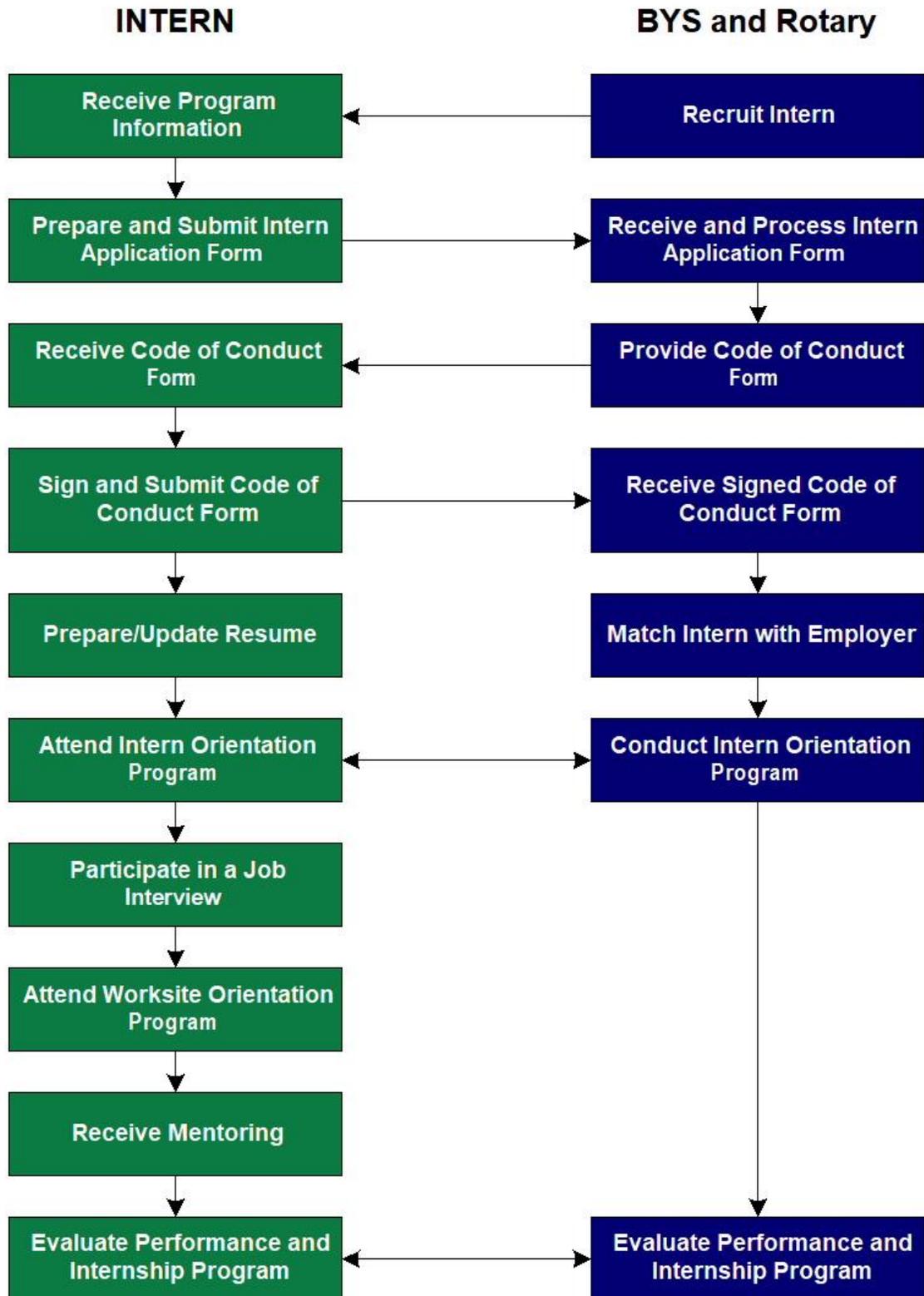


BYS and Rotary Summer Internship Program Process Flow Diagram: Interns



BYS Summer Internship Program

Frequently Asked Questions: Interns

1. What is Bainbridge Youth Services (BYS)?

BYS has served the Island and North Kitsap County youth and their families for fifty (50) years. BYS provides professional, no-fee, confidential counseling and intervention for adolescents, ages 12-19. For many years, BYS has partnered with the Kitsap County Juvenile Court system to provide diversion services to Island teens. BYS also works to create opportunities for young people to develop and exercise leadership skills and helps them to find part-time employment through an online jobs program and the Summer Internship Program.

2. What is the Rotary Club of Bainbridge Island?

The Rotary Club of Bainbridge Island was chartered on October 8, 1947. The Club's mission is to provide service to others, promote integrity, and advance local community and world understanding, goodwill, and peace through a fellowship of business, professional, and community leaders.

3. What is the BYS and Rotary Summer Internship Program?

The **Mission** of the Program is **to provide high school students with work experience internships where they learn essential job and life skills.** The Program is not solely about providing high school students with summer jobs. Instead, it's about: defining and getting running starts on career interests; examining career pathways; developing strong work ethics; and honing workplace skills.

4. What are the requirements for participation in the Program?

BYS and Rotary are looking for Interns who realize how important work will be in their lives, and how it will frame who they are and give them control over what they can do with their lives. To participate, an Intern must:

- Be a registered student or an immediate high school graduate
- Be 16 years old or older
- Have a 2.0 grade point average or higher
- Be willing to accept a minimum wage paid or an unpaid internship
- Have an up-to-date resume
- Complete an Intern Application Form
- Participate in an Intern Orientation Program
- Be able to obtain parental/guardian consent
- Participate in the Program's evaluation procedure

5. How are Interns selected and assigned?

By filling out Intern Application Form, you provide BYS and Rotary with information on your career interests, and courses taken, training attended, work experience acquired, and competencies developed that are related to your interests. At the same time, Employers are filling out Employer Application Forms that provide BYS and Rotary with information on the type of work performed by their businesses/organizations, whether the internship is paid or unpaid, the starting date and duration of the internship, and any specific competencies/skills they are looking for in Interns.

BYS and Rotary use this information to assign Interns to Employers, and expect Employers to accept assigned Interns. In making assignments, BYS and Rotary make every effort to "pair" what Employers are looking for with the aspirations of the Interns.

Interns are required to provide Employers with up-to-date resumes, and to participate in face-to-face job interviews. Employers are asked to provide feedback on resumes and the performance of Interns during the interviews. The purpose of this exercise is to enhance the “job skills” of Interns.

6. Are internships paid or unpaid, and can Interns gain course credits for their work?

One of the Objectives of the Program is to provide Interns with a way to earn money. With this in mind, BYS and Rotary prefer that Employers offer minimum wage paid internships. Also, BYS and Rotary prefer that Employers pay 100 percent of the wage. If an Employer cannot afford to pay 100 percent of the wage, BYS and Rotary are willing to pay up to 50 percent of the wage for no more than six (6) weeks and thirty (30) hours/week.

BYS and Rotary understand that some Employers have limited budgets and are not able to offer paid internships. In the eyes of BYS and Rotary, unpaid internships are just as important and valuable as paid internships. Indeed, given the limited amount of money BYS and Rotary have to support paid internships, the number of unpaid internships may exceed the number of paid internships in any given year. Typically, BYS and Rotary provide a stipend of \$100.00 per week for Interns in an unpaid position.

7. How do I apply?

If you are interested in participating and want more information, please contact BYS at either info@bainbridgeyouthservices.org or 206-842-9675, and request a copy of the document entitled “BYS and Rotary Summer Internship Program: Information for Interns.” Interested students may also stop in to the BYS office (BHS room 103) to request information. When completed, the form can be dropped off at, or emailed to, the BYS Office by following the instructions at the bottom of the form.

8. When will the 2018 program begin?

An Intern Orientation Program is scheduled for May 2018. As a general guideline, Internships typically do not start before the end of the current school year, and end before the start of the next school year. However, if an Employer wants and BYS and Rotary can find an Intern willing to start before the end of the current school year and/or work beyond the start of the next school year, then this is acceptable to BYS and Rotary. Under no circumstance, however, are BYS and Rotary able to pay one-half of the minimum wage for paid Interns for more than 30 hours/week for 6 weeks.



BYS and Rotary Summer Internship Program

Intern Application Form



Rotary Club of
Bainbridge Island

INTERN NAME, ADDRESS, AND CONTACT INFORMATION

Name:

Address:

Home Phone:

Cell Phone:

Email Address:

Birthday:

Graduation Year:

GPA:

HIGH SCHOOL INFORMATION

Name of High School:

PARENT/GUARDIAN INFORMATION

Name:

Address:

Home Phone:

Cell Phone:

Office Phone:

Email Address:

AVAILABILITY FOR WORK

From the end of the 2017-18 school year to the beginning of the 2018-19 school year:

When are you prepared to start?

When do you want to stop working?

Planned vacation during work period:

From _____ To _____

Other known activities or events that will prevent you from working during the work period:

From _____ To _____

TOP 3 CAREER INTERESTS		
1. Interest:		
What interests you about this?		
2. Interest:		
What interests you about this?		
3. Interest:		
What interests you about this?		
RELATED COURSES, TRAINING, AND WORK EXPERIENCE		
Courses	Training	Work Experience
COMPETENCIES		
TRANSPORTATION CONSTRAINTS		

Please drop off the completed form in the BYS office (BHS room 103), or mail or email it to:

Mail Address
 Ms. Fiona Stanton
 P. O. Box 11173
 Bainbridge Island, WA 98110

Email Address
 fiona@bainbridgeyouthservices.org



BYS and Rotary Summer Internship Program Intern Code of Conduct Form



Please initial each item, and sign and date the document.

- _____ My health permitting, I will work every day for the full term of the employer-defined internship.
- _____ I will seek my employer's prior permission before missing a scheduled day of work for any reason other than health.
- _____ I will make a concerted effort to report for work on time.
- _____ If I am going to be more than a few minutes late for work, I will make every effort to contact my Worksite Supervisor/Career Mentor and let him/her know the reason why I will be late.
- _____ Throughout each work day, I will work diligently on the tasks assigned to me by my Worksite Supervisor/Career Mentor, regardless of my personal interest in the assignment.
- _____ I will be respectful of my fellow employees, and my employer's customers.
- _____ I will take full advantage of any and all opportunities to be mentored by my fellow employees.
- _____ I will work with my Worksite Supervisor/Career Mentor to understand my Learning Objectives and work diligently to fully address them during my internship.
- _____ I will honor my employer's worker safety program, dress code, and standards relating to the possession or use of drugs, alcohol, and tobacco in the workplace.

(Intern's Signature)

(Parent Signature)

(Date)

(Date)



BYS Summer Internship Program

Intern Midterm Self-Appraisal Form

Intern should complete this form midway through the internship. At the end of the Internship, use the completed form to identify successes, improvements over the course of the internship, and potential areas for future growth.

Intern Name: _____ Date: _____

Employer Name: _____

Worksite Supervisor/Career Mentor Name: _____

Directions: Please write 1-2 sentences for each *Area of Strength* and *Area for Growth*. Use specific examples as much as possible. After you fill out the form, you and your Worksite Supervisor/Career Mentor will go through the form together. If you need more space for a certain section, please use the back of the form. Ask your mentor if any questions on this form don't make sense to you.

What happens with this form? This form will only be seen by your mentor and then returned to you, not kept by the employer or school district as part of a permanent file. Please be as honest as possible, as the purpose of this form is not to get "high marks" but to help you develop your skills for future job experiences.

Attendance and Punctuality

I arrive and depart at agreed upon times for each assigned day. I contact my mentor in a timely manner if situations arise that cause me to be late, or unable to come in on the assigned day.

Area of Strength:

Area for Growth:

Appearance and Professionalism

I wear appropriate attire to work. I demonstrate a professional and mature demeanor and attitude.

Area of Strength:

Area for Growth:

Willingness to Learn

I take initiative and ask questions when things are not clear to me. I check in with staff members to get feedback on the work I'm doing.

Area of Strength:

Area for Growth:

Quality of Work

I show concern for the accuracy and quality of my work. I look for what could be done better, and take steps to improve and correct my work. I complete my work in a timely fashion, but take more time to complete a task if I feel that's what is needed.

Area of Strength:

Area for Growth:

Decision Making Skills

I have an awareness of what needs to be done. I step in to do tasks with minimal direction. When there are multiple tasks that need to be completed, I can determine which tasks are higher priority and must be done immediately, and which tasks can wait. I am flexible and can adapt as the workplace priorities change.

Area of Strength:

Area for Growth:

Problem Solving

I analyze problems and consider solutions before acting. When I'm stuck or a problem seems to be too big, I actively seek out help from staff members. I try and keep a clear head when I'm having difficulties.

Area of Strength:

Area for Growth:

Communication Skills

I demonstrate good listening skills and follow directions given. I demonstrate effective oral communication skills. I demonstrate clear and effective written communication skills.

Area of Strength:

Area for Growth:

Innovative Thinking

I look for ways to improve effectiveness by coming up with new ideas. When appropriate, I recommend more efficient ways to do things.

Area of Strength:

Area for Growth:

Feedback for Us

What have we done that has helped you to do your job? What could we do to make your internship better? Are there things that have been unhelpful or unclear? Your feedback will help us do a better job.

Area of Strength:

Area for Growth:
