

Bainbridge Youth Services and  
Rotary Club of Bainbridge Island

Summer Internship Program 2019:  
**INFORMATION FOR INTERNS**



**BAINBRIDGE  
YOUTH SERVICES**

*askBYS.org*



**Rotary Club of  
Bainbridge Island**

Summer of 2019

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# Glossary of Terms

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Career and Technical Education	A term applied to schools, institutions, and educational programs that specialize in the skilled trades, applied sciences, modern technologies, and career preparation. Career and technical programs frequently offer both academic and career-oriented courses, and many provide students with the opportunity to gain work experience through internships, job shadowing, on-the-job training, and industry-certification opportunities.
Career Mentor	A professional relationship in which an experienced person (the mentor) assists another (the mentee) in developing specific skills and knowledge that will enhance the less experienced person's professional and personal growth.
Career Pathway	Locally determined high school course work necessary to prepare for the particular career and education goal chosen by the student.
High School and Beyond Plan	Plan for attaining postsecondary career and education goals, created in collaboration between the student, parent/guardian, and high school staff.
Internship	Any official or formal program to provide practical experience for beginners in an occupation or profession. Any period of time during which a beginner acquires experience in an occupation, profession, or pursuit.
Work Ethic	A belief in the moral benefit and importance of work and its inherent ability to strengthen character. A set of moral principles (e.g., integrity, sense of responsibility, commitment to quality, discipline, sense of teamwork) that an employee follows in the workplace.

# Acronyms

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B&O	Business & Occupation
BYS	Bainbridge Youth Services
L&I	Washington State Department of Labor and Industries
SMART	<b>S</b> pecific, <b>M</b> easurable, <b>A</b> chievable, <b>R</b> ealistic, and <b>T</b> ime Bound Learning Objectives
US	United States

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# BYS and Rotary Summer Internship Program

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## 1. Introduction

The **Mission** of the Summer Internship Program (“Program”) is **to provide high school students with work experience internships where they learn essential job and life skills.**

For Interns, the **Objectives** are to provide them with:

- An enhanced appreciation of the purpose and value of work
- An opportunity to experience how what they are learning in school is applied in typical workplace environments
- Exposure to life in the workplace, and the basic skills that are essential to career success
- Insight into career-related competencies and guidance on career pathways
- Execution of High School and Beyond Plans
- A way to earn money
- An opportunity to impress and establish a relationship with a potential future Employer

For Employers, the **Objectives** of the Program are to provide them with:

- Interns who are interested in the work performed by their businesses or organizations, and eager to learn through hands-on experience and mentoring
- An opportunity to educate and excite Interns about the nature of, and career opportunities associated with, their work
- An Employer Orientation Program on how to prepare for and work with Interns in a positive and productive fashion
- An opportunity to benefit from the work performed by Interns and establish a relationship with potential future employees
- The satisfaction of knowing they are making a significant and meaningful contribution to the lives and future employability of the Interns
- An opportunity to give back to, and contribute to the quality of life in, their community

Bainbridge Youth Services and Rotary have built a **work experience internship** program. The purpose of the Program is to provide Interns with an opportunity to apply what they have learned in the classroom to related, real world work experiences.

Program criteria for Interns include:

- A registered student or an immediate high school graduate
- 16 years old or older
- A 2.0 grade point average or better; however, Bainbridge Youth Services (BYS) and the Rotary Club of Bainbridge Island (Rotary) may waive this requirement with the Employer’s consent on a case-by-case basis

- An up-to-date resume
- Completing an Intern Application Form
- Completing a Code of Conduct Form and committing to faithfully comply with its provisions
- Able to obtain parental/guardian consent to participate in the Program
- Willing to:
  - Accept a minimum wage paid or an unpaid internship
  - Work the number of weeks and hours per week specified on the Employer Application Form
  - Work more than 6 weeks and/or 30 hours/week, if required by an Employer
  - Participate in the Intern Orientation Program
  - Focus on understanding and addressing all Learning Objectives during an internship
  - Participate in the Program’s evaluation procedure
  - Allow BYS and Rotary to publicize their involvement in the Program

Program criteria for Employers include:

- Completing an Employer Application Form
- A commitment to participate for one summer or more
- Offering minimum wage paid internships and covering the full cost of paid internships, whenever possible
- A commitment to employ Interns for the number of weeks and hours per week specified on the Employer Application Form (note: if BYS and Rotary share in up to 50% of the cost of a minimum wage internship, they can only do so for a maximum of 180 hours)
- Providing required insurance coverage
- Complying with all applicable state and federal child labor and safety laws and regulations
- Willing to:
  - Designate a Worksite Supervisor/Career Mentor, and provide BYS and Rotary with the name and contact information for the person who handles human resources matters
  - Sign an Employer Internship Agreement Form
  - Work with BYS and Rotary to develop Learning Objectives for assigned Interns
  - Participate in the Employer Orientation Program
  - Conduct a Worksite Orientation Program
  - Participate in the Program’s evaluation procedure
  - Allow BYS and Rotary to publicize their involvement in the Program

Interns know and expect that their pursuit of careers eventually will bring them into contact with Employers who share their interests and covet their skills. Ideally, the Program will give Interns a running start in this process. At the same time, Interns must remember that Employers create and sustain jobs to address specific needs that they, rather than prospective employees, define. Employers also identify the type of knowledge and skills they are looking for in their workforce. When hired, employees are expected to perform work defined by, and to the satisfaction of, their Employers.



## **2. Intern Application Form**

Each high school student interested in participating in the Program is required to fill out an Intern Application Form. A copy of this form is available by calling (206) 842-9675 or by visiting the BYS website at <http://askbys.org>.

When completed, hand-deliver the form to the BYS Youth Services Office in Bainbridge High School, or mail or email the form to BYS.

Bainbridge Youth Services and Rotary review each application against the pool of available Employers in an attempt to pair the types on internships being offered by prospective Employers with the career interests and skills of a prospective Intern. In any given year, however, pairings may be difficult to accomplish, and the number of high school students applying for internships may exceed or fall short of the number of Employers offering work experience internships in fields related to their career interests.

## **3. Code of Conduct**

Interns and their parents or guardians are required to sign a Code of Conduct that, among other things, commits Interns to work every hour of every day for the full term of the internship specified in the Employer's Application Form. This is a critical aspect of the strong work ethic that the Program is trying to instill in the Interns, and a critical success factor for the Employers. This form must be completed and submitted with the Intern Application Form (see Section 2 above).

## **4. Worksite Supervisor/Career Mentor**

Employers are required to designate Worksite Supervisors/Career Mentors who, among other things, work with BYS and Rotary to define Learning Objectives (see 5 below), and meet with Interns on a periodic basis to discuss the progress they are making in addressing the objectives. More importantly, they serve as Career Mentors to the Interns. Beyond answering questions and providing appropriate feedback and instruction, BYS and Rotary encourage mentors to seize every opportunity to introduce Interns to the full range of careers embedded in their company, organization, or agency and to enlist their fellow employees in providing guidance on career pathways. Interns are encouraged to develop a close working relationship with their mentors, listen to their advice, follow their lead, and engage them in conversations relating to career interests and pathways.

## **5. Learning Objectives**

Bainbridge Youth Services and Rotary are committed to doing everything it can to make sure the worksite learning experiences of Interns address the Mission of the Program. To do so, they work with Employers to prepare Learning Objectives and the criteria that will be used to measure Intern performance and the progress they are making in achieving the objectives.

Interns are expected to embrace the Learning Objectives and, each day, work as hard and diligently as they can to address the objectives. At the same time, BYS and Rotary encourage Employers to involve Interns in: working with other employees as part of a team; working on (a) specific project(s); engaging in problem solving on an individual basis or as part of a team; staff meetings; and appropriate, work-related social events that occur at the worksite during working hours.

## **6. Job Application Procedure**

Consistent with the Program's Mission, each Intern is required to go through a "mock" job application procedure with their Employer. This entails providing an up-to-date resume to, and participating in a face-to-face job interview with, their Worksite Supervisor/Career Mentor (see 4 above). The procedure is "mock" because the placement of an Intern with an Employer actually occurs in advance of the execution of this procedure. In every other sense, BYS and Rotary want Interns to experience a real job application procedure in order to acquaint them with this critical "job skill."

## **7. Intern Orientation Program**

Consistent with the Program's Mission, the primary purpose of the three-hour Intern Orientation Program is to present information on "essential job and life skills." Related and other topics covered include:

- Provide an overview of the Program
- Review of the characteristics of a strong work ethic
- Discuss the importance of the Code of Conduct
- Describe the role of the Worksite Supervisor/Career Mentor
- Stress the importance of knowing and addressing Learning Objectives
- Describe how Intern performance will be evaluated
- Provide information on applicable state and federal safety and employment standards for minors

## **8. Evaluation Procedure**

Worksite Supervisors/Career Mentors are asked to provide periodic oral assessments of the performance of their assigned Interns and the progress they are making in relation to addressing the Learning Objectives. During the assessments, Interns are encouraged to ask questions and provide feedback on anything in the workplace they feel is impeding their ability to address the objectives.

Mid-way through an internship, each Intern has the option of filling out an Intern Midterm Self-Appraisal Form and reviewing the completed form with their Worksite Supervisor/Career Mentor.

When the work experience internship is over, Interns are asked to:

- Fill out the Intern Evaluation Form: Worksite Learning Experience
- Participate in an exit interview with BYS staff
- Provide BYS and Rotary with a testimonial quote for use in future Program publicity, if warranted

Also, Employers are asked to provide their Interns with testimonial letters and/or letters of recommendation, if warranted.

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