



MUSTANG EDUCATION CENTER

Empowering Today to Achieve a Better Tomorrow

Internship Employer Handbook



Coordinator: Kirk Wilson, WilsonJo@mustangps.org, (405)376-7384

Supervisor: Tawnya Merchant, MerchantT@mustangps.org, (405)376-7322



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Internship Overview

ABOUT Internships

MEC Internships are work-based learning experiences for high school students between their junior and senior year that provide great value to both students and businesses. Students come to the field experience prepared by a continuum of previous career awareness and exploration experiences that are essential stepping-stones to their real work as an employee. This ensures that students graduate high school with greater understanding and connection to college and careers.

<p>Internships help students:</p> <ul style="list-style-type: none">• Gain hands-on experience at a local business to build upon skills learned in the classroom.• Establish a clear connection between education and work.• Develop an understanding of the workplace under the guidance of an adult mentor.• Develop workplace responsibility, attitudes, and habits, and learn about workplace realities.• Learn technical skills that will be invaluable for future jobs.	<p>Internships help employers:</p> <ul style="list-style-type: none">• Introduce students to their business and careers available within their company.• Communicate to students how important it is to learn well: how to read, write, speak, listen, calculate, and think when it comes to workplace success.• Generate positive publicity and public relations for their company.• Help students make better informed educational and career choices.• Communicate required job-specific proficiencies to those involved.
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MINIMUM REQUIREMENTS FOR Internships

- A minimum of 70 hours – student produces work of value to an employer.
- Direct supervision by a working professional employed by the same organization employing the student intern.
- There is a formal evaluation by the work-site supervisor with a feedback loop to school staff.

TIMELINE FOR STUDENT Internships

Step 1 – Sign Internship Agreement

Step 2 - Supervision Orientation – Prior to start of semester – plan program/invite supervisors

Step 3 – Student Orientation & Training – First day of Field Experience – approximately 1st Week of the semester

Step 4 – Review Assessment – to know what to look for throughout field experience

Step 5 – Supervisor assigns & observes student work & progress – throughout semester

Step 6 – Check in – meeting/phone call to ensure the needs of business/student are met – mid-semester

Step 7 – End of Field Experience Presentation – last day of field experience if feasible

Step 8 – Supervisor completes assessment & program evaluation that will be emailed to them



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WHAT'S IN IT FOR ME?

Participating in this program will lead to many benefits to business & industry partners including:

- Creating a pipeline of potential employees
- Motivating students to build skills and learn about opportunities in our community
- Enhance the capacity to manage a diverse workforce
- Establish meaningful relationships with young people
- Generate positive publicity

BENEFITS TO STUDENTS

- Apply academic and technical classroom learning
- Develop workplace competencies
- Reinforce connection between education and work
- Explore possible careers
- Improve post-graduation options for employment/further education and training
- Practice positive work habits and attitudes and understand the expectations of the workplace
- Provide motivation to earn a diploma, and pursue post-secondary education
- Establish professional contacts for employment, mentoring and networking

MINIMUM REQUIREMENTS

- 70 hours of which the student produces work of value to an employer
- Direct supervision by a working professional employed by the same organization employing the student
- Formal evaluation by the work-site supervisor with a feedback loop to school
- Written individualized learning plan connected to target work-based learning outcomes, including career themed-specific technical knowledge and skills

NEXT STEPS

- Contact Kirk Wilson, MEC Principal at WilsonJo@mustangps.org or (405)376-7322 for help in planning or questions.
- Complete Employer Profile to create job description



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Internship Rules & Procedures

All stakeholders (students, field experience coordinator, school staff, and employers) must be aware of and comply with **non-negotiable** rules and procedures.

Supervisor

- Make note of or keep supervisor/supervising teacher's contact information in your mobile phone in case of an emergency.
- If you are ill and cannot work, contact your supervisor and supervising teacher as soon as possible.
- If you become sick at work, contact your supervisor and ask permission to leave. Contact your supervising teacher.
- Listen carefully when instructions are given. Take notes and ask questions when you are not sure what they are asking you to do.
- If you are not familiar with equipment you are instructed to use, ask for instructions. Do not risk hurting yourself or damaging the equipment because you are not sure how to use it.
- The records you handle are confidential. Do not disclose information to anyone.
- Ask your supervisor for more work if you finish a task early.

Students

During the Internship

1. Work the entire length of the internship (no excuses).
2. Report on time every day and dress appropriately.
3. Attend orientation on the first day (no exceptions).
4. Follow the work schedule assigned to you and keep an accurate time sheet.
5. Conduct yourself in a professional, courteous manner at all times.
6. Follow all company procedures and policies.
7. Complete all assignments as required by your instructor.
8. Make up hours missed due to illness.
9. Do not invite friends to the worksite.
10. Remember you represent not only yourself in the business community, but also our school and district. Your behavior will impact whether companies will continue to host other interns so make a good impression and provide excellent service to your company.
11. Attend Last Day Presentation (no exceptions).

After the Internship

1. Write a thank you letter to your supervisor.
2. Complete the Internship Project.
3. Complete Internship Assessment



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Students Cont.

Integrating into the Work Environment

Do:	Don't:
Be on time.	Come late to work.
Be responsible.	Don't eat at your desk/workspace.
Be dependable.	Use the Internet for personal use.
Be cooperative.	Check personal emails.
Be honest.	Chew gum.
Be pleasant and polite.	Play personal music devices.
Dress for success.	Text on the job.
Be a team player.	Wear too much makeup
Be professional.	Dress inappropriately.

Using the Telephone/Mobile Phone

- Ask permission to make personal calls; keep it short.
- Do not make any long distance personal calls.
- Do not take or make personal calls from your mobile phone.

Getting Along with Co-workers

- If a problem arises, try to solve it with your co-workers. If not ask for help from your supervisor and/or supervising teacher.
- If you are given an assignment by more than one person, check with your supervisor to determine priority.
- Pitch in and help others when it is busy. Be willing to stay after work if necessary, but stay alert and be safe.
- Observe others as they work. What characteristics do they possess that make them successful? Work on acquiring those traits.



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Work-Based Learning Experience – Helpful Hints!

- Please make sure that the students feel welcome. Let them know where restrooms are, break times, lunch, and any special rules that your company may have.
- Ensure that the student is well supervised.
- Try to have the student perform and observe a variety of tasks to help provide the student with real-world situations
- If the Internship will extend through the lunch/dinner hour, arrangements should be made for the student to have lunch at your facility. If an on-site lunchroom is not available, parental permission is necessary for a student to have lunch away from the Work-Based Learning site.
- Complete the Work-Based Learning Experience evaluation form and return to Kirk Wilson, WilsonJo@mustangps.org
- Complete the student evaluation survey that will be emailed to you.

Thank you for your interest in this invaluable activity!



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Intern “Can Do” List

Interns Can:

- Stock supplies
- Clean (desk, office area, or equipment)
- File paperwork
- Enter data on computer (supervisor should instruct student to specific entry manners)
- Deliver items as needed
- Answer phones
- Act as a runner for office staff
- Shadow personnel
- Assist with check-in
- Escort to designated areas as directed
- Help compile data or presentations
- Assist other volunteers with projects

**This is not an all-inclusive list and is intended for use of intern direction. Any other task deemed appropriate by the employer may be completed by the intern. Interns may need direction on work site specific tasks when asked to perform them for the first time.

Experience

- Many students have after school jobs in retail, food service, child care, or other small family businesses. Students have learned skills such as customer service, money handling, and taking direction from supervisors.
- All students participate in volunteer programs and community service where they develop skills in relating to others and experiencing situations outside of their normal comfort zone.



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Internship Orientation Checklist

Directions: Check the box after the item has been discussed and reviewed with the student intern.

Tour of Workplace

Overall tour of facility
Comprehensive tour of work area
Introduce student intern to staff

Tour of Employee Facilities

Restrooms
Lunch Facility
Telephones
Parking
Storage of personal belongings

Company Specifics

Discuss company structure/organizational chart
Type of business, product, service
Types of customers
Other branches or divisions
Company policies and procedures
Cell Phone Policy for employees
Technology available for intern use
Training on how to use phone system

Department Specifics

Basic functions and expectations of the department
Work schedule (hours, break times, etc.)
Check-in procedures
Attendance requirements

Supervisor Expectations

Dress code (clothing, hair, jewelry, etc.)
Customer service
Work performance (productivity, work habits)
Teamwork

Special Training and/or Forms

Safety Training
Confidentiality statement (if needed)
Time In/Time Out Forms



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Internship Employer Profile

Please complete this form so that we can best match your company and supervisor(s) with the most appropriate student(s).

Business/Organization Name: _____

Business Address: _____

Business Phone: _____ Business Fax: _____

Business E-Mail: _____

Supervisor name and position title for Internship(s) at Company/Organization:

Best phone number for supervisor: _____

Best email address for supervisor: _____

Number of positions available: _____ Minimum age requirement: _____

Beginning date: _____ Ending date: _____

Hours per week: _____ x 18 weeks = Total _____ (Required: At least 70 hours/semester)

Location name, department and address and phone number for work site (if different than above):

Is there a bus stop within one mile of this location? _____

Exact location for student to report for field experience(s) (if different than above):

What type of identification will the student need to **enter** your worksite? _____

What type of identification and documentation will the student need for employment purposes and/or to complete employment paperwork?



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Employer Profile Cont.

Dress code/appropriate attire (be specific):

Are there any safety regulations that the student should know ahead of time?

Generally, what type of work will the student do during the field experience(s)? (Job Description)

What else should we/the student be aware of prior to arriving at your place of work?

Please list any other important information to be considered and/or shared with students prior to the field experience(s).

Your Full Name

Signature/Date

If you have any questions or concerns before or during the internship(s), please contact Kirk Wilson immediately at WilsonJo@mustangps.org or call (405)376-7322.



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Supervisor Assessment of Student College and Career Readiness

Directions: Please answer the following questions based upon your experience observing the student. Please be objective and candid in your assessment; your responses will help strengthen our program. If you have not had the opportunity to observe the student's skill level or behavior in a particular area, please respond N/A: "No Opportunity to Observe"

Part I. Core College and Career Readiness Skills
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Please rate the student's foundational and applied workplace skills according to the rating scale below:

1	2	3	4	N/A
Does Not Meet Expectations	Approaches Expectations	Meets Expectations	Exceeds Expectations	No Opportunity To Observe

A. Foundational Skills

Locating, comprehending, and evaluating information	1	2	3	4	N/A
Listening and observing	1	2	3	4	N/A
Critical thinking, problem formulation, and problem solving	1	2	3	4	N/A
Oral communication	1	2	3	4	N/A
Written communication	1	2	3	4	N/A
Quantitative reasoning	1	2	3	4	N/A
Precision and accuracy	1	2	3	4	N/A

B. Applied Workplace Skills

Systems thinking	1	2	3	4	N/A
Creativity and innovation	1	2	3	4	N/A
Information technology application	1	2	3	4	N/A
Teamwork/collaboration	1	2	3	4	N/A
Ability to work with diverse individuals	1	2	3	4	N/A
Ethical behavior	1	2	3	4	N/A
Flexibility/adaptability	1	2	3	4	N/A



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C. Self-Management and Personal Responsibility

Please rate the student's self-management skills and personal responsibility according to the following rating scale:

1	2	3	4	N/A
Rarely	Sometimes	Usually	Always	No Opportunity To Observe

Manages time effectively; punctual	1	2	3	4	N/A
Self-directed; takes initiative; resourceful	1	2	3	4	N/A
Takes responsibility for learning; seeks to learn	1	2	3	4	N/A
Asks appropriate questions	1	2	3	4	N/A
Prioritizes tasks	1	2	3	4	N/A
Persistent	1	2	3	4	N/A
Brings tasks and projects to completion	1	2	3	4	N/A
Aware of own abilities and performance	1	2	3	4	N/A
Exhibits responsible and professional behaviors as defined by the industry or field	1	2	3	4	N/A



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Part II: Knowledge of Field and Organizational Context
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Please rate the student's knowledge of the industry/field, occupation, and organizational context according to the rating scale below:

1	2	3	4
Skill Falls Below Expectations	Skill Approaches Expectations	Skill Meets Expectations	Skill Exceeds Expectations

Understands career opportunities/requirements in the industry or field overall	1	2	3	4
Understands career opportunities/requirements in the specific occupational area related to the internship or student project.	1	2	3	4
Understands the culture, etiquette, and practices of the workplace or the project client's organization and knows how to navigate the organization.	1	2	3	4
Knows how to interact with supervisors, clients, and teammates.	1	2	3	4



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Part III: Position-Specific Technical Skills

Please list one to three position-specific technical skills of particular significance in your industry, specific occupation, workplace, or project that the student was clearly expected to use during the internship. Do not repeat general skills assessed in Parts I and II. Examples of position-specific skills include computer networking, accounting skills, event planning, second language fluency, etc. that might appear as requirements on a job description. Then please rate the student on skills demonstrated according to the rating scale below:

1

2

3

4

Skill Falls Below
Expectations

Skill Approaches
Expectations

Skill Meets Expectations

Skill Exceeds
Expectations

Skill	Rating			



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REPORT OF HOURS WORKED

Must Be Duplicated

STUDENT NAME: _____ Date: _____

PLACE OF EMPLOYMENT: _____

Briefly describe your job tasks for this last pay period (outlining any new tasks encountered; any changes in management/personnel; any positive critiques of your performance; any negative issues):

In the chart below, list the hours worked each day, total your hours, have your supervisor initial total hours, and submit to instructor.

DAYS	MON	TUES	WED	THURS	FRI	SAT	SUN
DATES							
HOURS WORKED (i.e. 3-8 pm)							
DATES							
Hours Worked (i.e. 3-8 pm)							

TOTAL HOURS THIS PERIOD _____

Supervisor's Initials _____

TOTAL HOURS PREVIOUS _____

TOTAL HOURS TO DATE _____