

Worksite Supervisor Internship Handbook



SEATTLE
PUBLIC
SCHOOLS

**Seattle Public Schools
Career and Technical Education**

TABLE OF CONTENTS

General Information	1
Seattle Public Schools—Definition of an Internship	2
▪ <i>Internship Timeline</i>	2
Defining Roles	3
▪ <i>The worksite supervisor’s role</i>	3
▪ <i>What does the student do?</i>	3
▪ <i>What does the worksite supervisor do?</i>	3
▪ <i>What does the internship coordinator/teacher do?</i>	3
Tips for Worksite Supervisors	4
▪ <i>A successful internship mentor</i>	4
▪ <i>Worksite Supervisor Internship Checklist</i>	4
WORK-BASED LEARNING (WBL) FORMS:	
WBL Site Agreement Overview and Form	5
WBL Worksite Safety Checklist Instructions and form	7
WBL Internship Learning Agreement Instructions and Form	9
WBL Internship Evaluation Instructions and Form	11
WBL Internship Employer Program Evaluation	13
WBL Internship Credit Rubric	14
Answers to Frequently Asked Questions	15
▪ <i>Work Hours</i>	15
▪ <i>Attendance</i>	15
▪ <i>Lunch and Breaks</i>	15
▪ <i>Other Workplace Concerns (use of cell phones, Internet and dress codes)</i>	16
▪ <i>Safety</i>	16
▪ <i>Injuries on the Job</i>	17
▪ <i>Seattle Public Schools Medical Emergency Procedure</i>	17
▪ <i>Optional Coverage for Student Volunteers</i>	18
▪ <i>Medications</i>	18
▪ <i>Students Rights and Responsibilities</i>	18
Hiring and Firing	18
▪ <i>Discipline Policies</i>	18

Minor Work Permits	19
▪ <i>How can I get my Minor Work Permit?</i>	19
▪ <i>Are there any special instructions for completing the application?</i>	20
▪ <i>How long will it take L&I to process my application?</i>	20
▪ <i>How long is the Minor Work Permit in effect?</i>	20
▪ <i>How long is the Parent/School Authorization in effect?</i>	20
▪ <i>Who should you contact if you have questions?</i>	20
Prohibited and Hazardous Employment—All Minors (State Statute)	21
Student Learner Exemptions from Prohibited Duties (Federal Statute)	23
Exemptions from Prohibited Duties (State Statute)	24
Optional Coverage for Student Volunteers	25

General Information

Career and Technical Education

Joanne Patrick	206.252.0745	Main Office	206.252.0730
Cecilia Alvarez	206.252.0748	FAX	206.252.0731
Lilna Givan-Williams	206.252.0746		
Brian Lindquist	206.252.0749		

Mailing Address

Seattle Public Schools
MS 31-671, STW
PO Box 34-165
Seattle, WA 98124-1165

Office Hours

8:00 a.m. - 5:00 p.m., Monday - Friday
The office is closed on all School District and Federal holidays.

(Messages can be left on the office voice mail.)

Your Staff Contact (s):

_____ Phone: (____) _____
_____ Phone: (____) _____
_____ Phone: (____) _____
_____ Phone: (____) _____

Your Student Intern (s):

_____ Phone: (____) _____
_____ Phone: (____) _____
_____ Phone: (____) _____
_____ Phone: (____) _____

Seattle Public Schools Definition of an Internship

An internship is a student worksite experience that emphasizes connecting activities, coordination and integration between worksite and classroom learning, uses written agreements to outline mutual expectations, and runs for at least 180 hours per semester. Summer internships are six (6) to eight (8) weeks in duration. It may or may not result in academic credit and may be paid or non-paid. .5 Occupational Education/elective credit is granted for 90 hours of non-paid or for 180 hours of a paid internship. Please see the Internship Credit Rubric on page 15 for details on grades. Internships should meet District and State academic standards for academic credit. During an internship, a student completes structured activities or projects that:

- Connect work to learning at school
- Relate to the real work of the company
- Give a broad understanding of a business or occupational area

Internships are normally reserved for high school juniors and seniors, at least 16 years of age, who have the requisite academic background, specific skills and maturity to be successful in the workplace. State vocational education regulations do not allow credit to be granted for interns who are under 16 years old and Minor Work Regulations severely limit the work activities of students under the age of 16.

The desired outcomes of a work-based learning internship within the Seattle Schools are:

1. Develop transferable employability skills and understand the culture of the workplace,
2. Achieve mastery of two predetermined learning objectives related to career goals,
3. Increase understanding of a business or industry and increase self-knowledge related to career interests; and,
4. Participate in culminating event, portfolio development or connect the internship to senior project.

Internship objectives are outlined in a learning agreement.

Internship Timeline

Interview dates: _____

Supervisor Orientation date: _____

Internship start date: _____

Site visit #1: _____

Mid-internship evaluation: _____

Site visit #2: _____

Final evaluation due: _____

Internship end date: _____

Defining Roles

The worksite supervisor's role is to collaborate with the student and his or her teacher/coordinator to structure the internship by setting learning goals and the activities to achieve them. Once the internship begins, you instruct, supervise and support the intern. When the internship is complete, you evaluate the intern's performance.

What does the student do?

- Collaborates with you and a school coordinator to define the internship activities and/or project(s)
- Works with you and the school coordinator to define the objectives and outcomes of the internship in a learning agreement
- Works hard to meet the objectives and outcomes of the internship
- Observes all worksite rules and regulations
- Makes transportation arrangements to and from the workplace
- Integrates internship learning into their senior project or other culminating activity

What does the worksite supervisor do?

- Confirms the internship schedule with the internship contact person at the school
- Provides a worksite orientation and full safety training/safety gear to each intern
- Helps outline a learning agreement with:
 - Challenging and meaningful activities or project(s)
 - Related to the real work of the company and connected with academic learning
 - Varied experience, such as, interns attending staff meetings and job shadows
- Instructs, supervises, and guides the intern
- Listens to the intern's questions and concerns
- Communicates workplace issues and concerns to teacher/internship coordinator
- Helps the intern feel like a part of the workplace
- Evaluates the intern's progress and performance
- Develops a mentoring relationship with the intern

What does the internship coordinator/teacher do?

- Screens and refers appropriate students to the worksite
- Provides a program orientation to the worksite supervisor
- Provides internship forms for students, parents, and employers
- Helps intern and worksite supervisor outline a learning agreement with activities or project(s) related to the real work of the company and connected with interns individual educational/career plan.
- Helps the intern to define, understand, and meet internship objectives
- Helps the intern integrate worksite experiences with learning at school
- Advises the intern on appropriate worksite behavior and dress
- Provides support to the company contact person and/or internship mentor
- Helps students make transportation arrangements to and from the workplace
- Helps the intern integrate internship learning with senior project or other culminating activity

Tips for Worksite Supervisors

Successful internships require planning, time and commitment. The following is some information to keep in mind:

A successful internship worksite supervisor....

- Enjoys working with young people
- Commits time and energy to the internship
- Relishes the chance to teach a young person about the job and share ideas
- Has strong communication and listening skills
- Provides encouragement and direction
- Respects and is open to learning from young people
- Sets boundaries

Worksite Supervisor Internship Checklist:

- Provide an orientation to the intern including items on the Worksite Safety Checklist**
- Review all relevant health and safety issues with the intern and provide necessary safety gear**
- Confirm the daily and weekly schedule for the internship**
- Help the intern define learning activities and complete the Internship Learning Agreement**
- Review all relevant company policies, rules and regulations with the intern**
- Provide ongoing instruction and support to the intern including weekly meetings**
- Evaluate the intern's performance using Internship Evaluation Form**
- Evaluate the internship program using Employer Program Evaluation Form**

Work-based Learning Site Agreement

This document, exhibited on the next page, is an agreement between the Seattle School District and your company or organization. It may be signed by an authorized representative who may or may not be the actual intern supervisor. In the event that the supervisor is not the authorized representative, it is imperative that the intern supervisor and the authorized representative are familiar with the agreement.

Only one agreement is required per worksite/per year. The agreement should be renewed every year a student is placed at the worksite.

This agreement contains a standard 'hold harmless' clause and can be terminated by either party at will. Questions regarding this document should be directed to the Internship Coordinator/Instructor.

Seattle Schools

Work-based Learning

Worksite Safety Checklist

What: This form is required for all Work-based Learning internships. The purpose of this form is to ensure that students are placed at safe and appropriate work sites. This form should be used to facilitate a conversation between the school district representative and the worksite supervisor as well as provide an outline of areas to be covered in the worksite orientation provided to the student. It is the employer's responsibility to comply with OSHA/WISHA standards.

Who: Items 1 -6 and 9 are to be completed by the Work-based Learning Instructor/Coordinator or another Seattle Public Schools representative through a site visit with the employer. Item #7 is to be signed by an employer representative. Item #8 is to be signed by the student. *Item #6 pertains to paid internships only.*

When: This form must be completed before any internship can begin. Multiple forms may be required for each business if students are placed in significantly different areas of the company/business operation.

The numbered items that follow correspond to the circled numbers of the Work-based Learning Site Agreement sample form.

1. Name of Business/Company
2. Mark and X in the box next to **paid** if the student will receive a wage and be a paid employee. Mark and X in the box next to **non-paid** if the student will receive no wage or stipend for his or her time at the worksite.
3. First name, Last name and job title of employee who will serve as the worksite supervisor of the student or students.
4. Mark and X in the box under YES if the worksite meets the safety criteria stated to the left. Mark an X in the box under NO if the worksite does not meet the safety criteria as stated.
5. Because the Seattle School District is unable to conduct background screenings on each employer and his/her employees, we require that students work where they can be easily observed and are in view of those working around them. This is for the safety of the student as well as their co-workers.
6. Washington Law requires that all **employers** of minors obtain a Minor Work Permit from the Department of Labor and Industries (some government branches have an exemption). A Minor Work Permit is required for each worksite (for example: a bank with several branches must obtain a Minor Work Permit for each branch that chooses to employ a minor). **A Minor Work Permit is not required for a non-paid internship.**
7. Dated signature of the employer contact, worksite supervisor or other company representative indicating that the above evaluation of the worksite is true and accurate to the best of his/her knowledge.
8. Dated signature of the student intern indicating that have he/she has received training regarding all applicable items from the Worksite Safety Checklist.
9. Dated signature of the Work-based Learning Instructor/Coordinator or other Seattle Schools representative indicating that the above evaluation of the worksite is true and accurate to the best of his/her knowledge.

Any other comments related to worksite safety can be placed here such as areas of concern, timelines for improvement, etc.

Work-based Learning Worksite Safety Checklist

This signed document is required for credit.

Worksite _____

Paid Non-paid

Supervisor _____ Job title _____

YES	NO	
		The work environment is well lit, ventilated, clean and orderly, and there are adequate rest room facilities.
		Exits, fire extinguishers, rest rooms and dangerous and off limit areas are clearly marked.
		Noise levels are low enough to allow verbal communication.
		Worksite supervisors are able to recognize safety hazards and know how to register safety complaints.
		Worksite has clear policies and procedures in case of emergencies such as fire and earthquake.
		Worksite supervisors are aware of Seattle Public Schools accident procedures and policies.
		Worksite supervisors are aware of the need for close supervision and that inappropriate behavior such as "horseplay" is not to be tolerated.
		Worksite supervisors have arranged for adequate supervision of students in the absence of the immediate supervisor.
		No regularly scheduled, unsupervised access to minor students is allowed.
		Worksite supervisors are aware that students under the age of 16 are prohibited by law from operating or using heavy equipment, power-driven machinery, toxic, flammable or explosive substances, motor vehicles, scaffolds or ladders.
		Worksite is equipped with fire extinguishers, first aid kits, telephone (in case of emergency), all in operable condition. Circle any missing or inoperable equipment.
		Worksite supervisors will require students to use safety equipment, e.g. safety helmets, goggles, gloves, boots, coveralls and rain gear when necessary.
		Worksite supervisors are aware of Seattle Public Schools sexual harassment policy, discipline procedures and grievance procedures.
		<i>Paid internships only:</i> Employer has obtained a Minor Work Permit for the worksite, or will have said permit before the student begins his/her internship.
		General conditions of safety at this site are adequate to allow student placement(s).

Employer Representative _____

Date _____

I have received training regarding worksite safety including all applicable items from the Worksite Safety Checklist.

Student Intern _____

Date _____

**Internship Instructor/
Coordinator** _____

Date _____



Work-based Learning Internship Learning Agreement Instructions

What: This form is required for all work-based learning internships, both paid and non-paid.

Why: It is important to have a written learning plan for each student placed at a worksite. In addition, federal law requires that student internships include “a schedule of organized and progressive work processes to be performed on the job”.

Who: Items 1-5, and 15 are to be completed by the Work-based Learning Instructor/Coordinator, items 6, 7 and 13 by the worksite supervisor and item 14 by the student. Items 8-12 need to be developed with input from all three parties – the student, worksite supervisor and the Work-based Learning Instructor.

When: The Internship Learning Agreement should be completed no later than one (1) week after the student begins his/her internship.

The numbered items that follow correspond with the circled numbers on the Internship Learning Agreement sample form.

1. First name, last name and school telephone number of Work-based Learning Instructor/Coordinator, teacher or school representative.
2. Name and address of (intern's) high school
3. First and last name of intern
4. Today's date
5. Name, department and physical address of intern's worksite/place of employment.
6. Phone number at intern's worksite – most likely the phone number of intern's worksite supervisor.
7. First and last name and Email (if available) of intern's worksite supervisor.
8. General description of intern's job including major internship tasks or responsibilities.
9. The agreed upon date intern's internship will begin.
10. General training schedule for interns at the worksite including days of the week and hours per day.
11. Agreed upon date intern is expected to complete internship. This date may be the last day of the semester or some other mutually agreed upon date.
12. Two specific responsibilities and/or skills to be learned by the intern during the course of the internship. These Learning Objectives should be developed through the input of the intern, the worksite supervisor and the Work-based Learning Instructor/Coordinator and tied to the intern's course work.
13. Dated signature of the intern's worksite supervisor agreeing to the learning agreement outlined above.
14. Dated signature of the intern agreeing to the learning agreement outlined above.
15. Dated signature of the Work-based Learning Coordinator/Instructor agreeing to the learning agreement outlined above.

**Work-based Learning
Internship Learning Agreement**
This signed document is required for credit.

Internship Instructor/Coordinator _____ Phone _____

School _____
Address _____ City _____ Zip Code _____

Student name: _____ Today's date _____

Qualifying Class (include course #) _____

Worksite supervisor _____ Phone _____

Department _____ Email _____

Internship Description:

Start date _____ Proposed schedule _____

Learning Period ____/____/____ to ____/____/____ ____/____/____ to ____/____/____

Date expected to complete internship _____

The worksite supervisor, student, and the Internship Instructor/Coordinator agree to the following two (2) learning objectives for each time period listed above. Each objective should be measurable and describe an accomplishment, such as a skill, knowledge or behavior for the student intern to achieve during the proscribed learning period.

LEARNING OBJECTIVE #1 completed / /

LEARNING OBJECTIVE #2 completed / /

LEARNING OBJECTIVE #3 completed / /

LEARNING OBJECTIVE #4 completed / /

Worksite Supervisor Signature _____ Date _____

Intern Signature _____ Date _____

Internship Instructor Signature _____ Date _____



What: This form is required for all work-based learning internships, both paid and non-paid.

Why: Evaluations are a regular part of the working world. Interns need feedback on their worksite behavior and accomplishments as well as noting areas for improvement. As teachers and coordinators, you need a tool to evaluate the effectiveness of your student preparation and screening. The evaluation will also be used to assign a grade for students who are seeking internship credit.

Who: Items 1-8 are to be completed by the worksite supervisor and item 9 by the intern.

When: This form should be completed no later than the last day of the student internship as the worksite supervisor needs time to review the evaluation with the intern. Ideally, this evaluation will also be done at the midpoint of the internship in order to give the intern an opportunity to address areas of concern.

The numbered items that follow correspond with the circled numbers on the Internship Evaluation sample form.

1. Copy Learning Objective # 1, as stated in the Internship Learning Agreement (on the reverse side of the evaluation form).
2. Optional narrative comment on the progress of the intern towards Learning Objective #1.
3. Use the rating scale provided to evaluate the intern's progress toward Learning Objective #1.
4. Copy Learning Objective #2, as stated in the Internship Learning Agreement (on the reverse side of the evaluation form).
5. Optional narrative comment on the progress of the intern towards Learning Objective #2.
6. Use the rating scale provided to evaluate the intern's progress toward Learning Objective #2.
7. Dated signature of the worksite supervisor.
8. Dated signature of the intern after he or she has participated in a review of the evaluation with the worksite supervisor.

Work-based Learning Internship Evaluation

This signed document is required for credit.

Please use the rating scale below to evaluate the student in the following areas:

Rating Scale: 3=Exceeds work place standards
2=Meets workplace standards

1=below workplace standards
NA=Not Applicable

Learning Objectives as stated on WBL Learning Agreement:	Comments	Evaluation Period 1 / / - / /	Evaluation Period 2 / / - / /
Progress on Learning Objective #1 (restate here)			
Progress on Learning Objective #2 (restate here)			
Progress on Learning Objective #3 (restate here)			
Progress on Learning Objective #4 (restate here)			
Basic Skills			
1. Shows adequate level of math skills for the job			
2. Shows adequate level of reading skills for the job			
3. Shows adequate level of writing skills for the job			
Thinking Skills			
4. Follows job safety and health rules			
5. Follows directions and asks for clarification			
6. Shows good judgment and problem solving			
Personal Qualities			
7. Demonstrates punctuality			
8. Meets attendance standards			
9. Gives appropriate notice of absences			
10. Maintains neat, clean appearance and dress			
11. Cooperates with co-workers			
12. Responds appropriately to supervisor(s)			
13. Completes tasks/assignments on time			
14. Is responsible and shows initiative			

Worksite Supervisor Signature Date

Internship Instructor/Coordinator Signature Date

Intern Signature* Date

**Intern signature denotes review of the evaluation with Worksite Supervisor*



**Work-based Learning Internship
Employer Program Evaluation**

Employer/Supervisor Name _____ Company _____

Intern Name _____ Date _____

- Did the internship experience meet your overall expectations? yes no
- If no, how would you improve the experience?

- What did you or your company gain by working with the intern?

- Was the intern prepared for the experience? yes no
- If no, in what way was he or she not prepared?

- Are you interested in working with an intern in the future? yes no
- Would you recommend participation to your colleagues? yes no
- Are there specific individuals we should contact?

Name	Phone #	E-mail	Company
1.			
2.			
3.			
- Do you think the intern benefited from the experience? yes no

Additional comments:

Thank you!



Student Name_____

SPS ID#_____

School/Program_____

**Academy – Career & Technical Education Summer Internship
Internship Credit Rubric**

Required Components	A Grade	B Grade	C Grade	Totals
Application Packet <i>On time and complete</i>				25%
Weekly Journals <i>Submitted</i>				25%
Reflection Paper <i>On time and complete</i>				50%
	Complete	Missing One Component	Missing more than One Component	
Submitted On Time				
Format Correct				
Cover Page				
Addresses Content with Specific Questions				
Includes Pictures				
Neat, Grammar Correct				

Comments:

Signature of Instructor/Coordinator

Date_____

Answers to Frequently Asked Questions

Work Hours

Students working on internships must be enrolled in Seattle Public Schools. The intern's work schedule will be determined by the employer and the intern in accordance with minor work laws. In a paid internship, interns will be paid only for the hours they actually work.

Please note that child labor laws limit the hours that minors can work:

While school is in session, students who are 16 and 17:(students in Running Start or another bona-fide college level program can work non-school hours at any time.)

- Cannot work before 7:00 a.m. or after 10:00 p.m. Monday - Thursday and Sunday
- Cannot work before 7:00 am or after midnight Friday and Saturday
- Cannot work more than 4 hours a day on a school day preceding a school day
- Cannot work more than 8 hours a day all other days (includes Fridays)
- Cannot work more than 6 days per week
- Cannot work more than 20 hours per week (up to 28 hours with special variance)

During holiday, school breaks and summer, students who are 16 and 17:

- Cannot work before 5:00 am or after midnight
- Cannot work more than 8 hours a day
- Cannot work more than 6 days per week
- Cannot work more than 48 hours per week

Attendance

Inform your interns as to the attendance policies of the company/organization for which they will be working. Make sure they have your phone number.

Interns are expected to be at work on time, every day they are scheduled to work. Please clearly state your expectations about punctuality and calling in late or sick. The work-based learning program has set up guidelines for attendance, punctuality, and calling in; but you need to emphasize your expectations as well.

Encourage interns to make their personal appointments, when possible, during the hours they are not scheduled to work. Most students don't see themselves as important to the functioning of a business. You can help them understand how their attendance counts and how it affects other employees.

The intern(s) should call you or your office if they are going to be late or absent. If they are continually late and/or absent, they may be terminated. Please inform the Internship Coordinator regarding attendance issues with your intern(s).

Lunch and Breaks

If interns work four (4) consecutive hours, they must take a lunch period of at least 30 minutes. This is in accordance with the Washington State Minor Work Regulations.

Minor Work Regulations also require that students be allowed at least a 10-minute (paid) break for every four hours in a row that they work. They cannot give up their lunch or break periods to arrive late or to leave work early.

Other Workplace Concerns

Use of Cell Phone should be limited to break or lunch time use. Students should not be using their personal cell phones during their work hours. Cell phones should be off during work hours so as not to distract students from their work responsibilities. Students should inform their parents of their work phone number so that they may be contacted *in the case of an emergency*. **Please discuss your organizations policy regarding cell phone and text messaging usage with your intern.**

Internet Usage should be limited to work-related assignments only. Use of the Internet for personal concerns is strictly prohibited. Please discuss your organizations policy regarding Internet usage with your intern. Interns should be aware of any consequences related to violating your Internet usage policy.

Professional Dress is another workplace concern. While we do not expect students to have the wardrobe of a regular employee, we do expect them to have clean, conservative clothing for the workplace. Students have been instructed that printed T-shirts, tank tops, jeans, or pants that are too tight, too baggy or too revealing (skin showing) are not appropriate for any professional workplace. **Please discuss your organizations policy regarding professional dress with your intern.**

With all workplace issues, please feel free to contact your Work-based Learning Instructor/Coordinator for additional assistance addressing these concerns with your intern.

Safety

Seattle Public Schools upholds the Child Labor Laws regarding what minor workers may and may not do on the job. As part of the internship program, the interns in certified vocational classes may have the opportunity to use power tools and other equipment that minor students are not regularly allowed to use on the job. The law requires that students receive safety training at school as well as at the internship worksite. The law also requires that the students' use of the machinery is intermittent and fully supervised. See page 23 for the federal statute.*

- Any intern who is 18 years old or older **may** perform any job that an adult may perform.
- As part of a bona-fide vocational program, interns who are 16 years old or older **may** operate motor driven machinery/tools after receiving safety training both at the school and at the worksite. The worksite training must include safety training on the use of the specific equipment.

All interns who are under 18 years old, cannot under any circumstances:

- drive a vehicle**, forklift or use hoisting machines
- use hazardous chemicals – by law, youth who are under 18 cannot be exposed to hazardous chemicals. Youth who are 18 or older have a right to know if they are using hazardous chemicals and should be trained in safety procedures.
- Work more that 10 feet off the ground

Many accidents on the job involving teens are the result of carelessness, horseplay, or not wearing safety equipment. You can help your students be safe by thoroughly explaining the rules; when appropriate, demonstrating how to use tools and equipment properly; and stressing to worksite supervisors the importance of monitoring interns while they are using power driven machinery.

If a worksite supervisor has provided safety training to the intern, and he/she still doesn't feel comfortable with the intern's level of proficiency or maturity regarding the use of tools or power driven machinery, he/she may need to reassign the intern or provide additional training/supervision. If the worksite supervisor believes the intern is unable, or unwilling, to work safely or puts others at risk, he/she should contact the Work-based Learning Internship Coordinator/Teacher so that together you can work out a safe solution.

*At internship sites where this federal statute is utilized, the student's parent/guardian must complete an "Assumption of Risk" form.

child labor laws do allow licensed, 17 yr. olds to drive on the job if it is "intermittent". **Due to safety concerns, it is the SPS policy that students do not drive on the job while in WBL internships.

Injuries on the Job

Any injuries that occur on the job should be reported immediately to you (the employer) and, as soon as possible, to the Internship Coordinator. Paid internships are also covered by the employer's Labor and Industries policies and procedures.

Seattle Public Schools Medical Emergency Procedure*

Whenever an intern suffers a serious injury or becomes seriously ill while at the worksite, and the worksite supervisor or his/her designee determines that the injured intern needs examination by Emergency Medical Technicians or a doctor, the following procedure should be followed:

1. Assess the situation through examination of the intern (check for medical tags).
2. In the case of an apparent serious injury or illness, call 911.
3. Render emergency care. If you do not know first aid, find someone who does. If possible, do not leave the intern unattended.
4. In the event of a serious injury or illness, do not attempt to move the victim unless an emergency situation exists that has serious potential for greater harm, e.g. fire, explosion, etc.
5. Notify parent/guardian (or call emergency contact telephone number) immediately.
6. Emergency medical personnel shall make a transport decision after examining the intern. For non-life threatening situations that do not require immediate transport, the parents should be contacted first, if possible.
7. Notify the Internship Coordinator or Career and Technical Education at (206) 252-0730. The Internship Coordinator will help you complete an accident report and follow up with the student intern and his or her parent/guardian.

**Adapted for worksite situations*

Optional Coverage for Student Volunteers

The Washington State Department of Labor and Industries (L&I) makes medical liability coverage available to businesses that are engaged in **non-paid** work-based learning activities such as internships. In order to qualify, the student(s) must not replace a regular employee and must have a training plan (WBL Learning Agreement) on record with the business. See **page 26** for more information

Medications

The Seattle Public Schools maintains a policy of not dispensing any medications to students, including, but not limited to aspirin, cold remedies, vitamins, etc.

Drug Free Work Place

Students must follow the Drug Free policy of the Seattle Public Schools and any company policies that are in place for all employees. Seattle Public School's policy states, "Possession, use, sale, distribution or being under the influence of alcohol, drugs, or controlled substances is prohibited".

Hiring and Firing

Inform intern(s) and the Internship Coordinator of your company's hiring and firing policies. An intern may be immediately terminated if he/she:

- Steals property while on the internship/job
- Harms or tries to harm anyone associated with the internship or the Seattle Public Schools
- Does not attend work or performs poorly on the job
- Commits a crime while on the job
- Falsifies time sheets
- Share confidential information

Notify the Internship Coordinator immediately with any concerns.

Discipline Policies

Please note that these are suggested guidelines. Policies should accommodate youth and other special needs, yet be stringent. Company policy and other factors may require that situations are resolved on a case-by-case basis. If disciplinary action is required, please remember to involve the intern as much as possible in the resolution. This is part of the learning process and can lead to more beneficial resolution of difficult situations.

Possible disciplinary actions that may be enforced include:

Verbal Warning: A verbal warning is the first step toward serious disciplinary action. It is a notice that a particular behavior, such as coming to work late, is unacceptable and improvement is expected.

Written Warning: If a verbal warning has been issued and ignored, or if a problem is more serious, an intern will be issued a written warning. This notice identifies the problem area(s) and describes the specific expected behavior(s) and a timeline for these behavior improvements. It serves as a warning that additional problems may result in more severe disciplinary action including dismissal. It is recommended that employers keep a copy of the written warning and notify the Internship Coordinator.

Dismissal from the Internship: If there is reasonable evidence to establish that an intern has committed a serious rule violation, not met the behavior improvement outlined in a written warning, or is making it difficult for others to work, a supervisor may decide to immediately dismiss the intern. The Internship Coordinator and the intern's parent or guardian should be notified of this action as soon as possible. If the internship is during the school day and you cannot reach the Internship Coordinator, notify the intern's school counselor.

Minor Work Permits

Washington State law requires that all employers who hire minors (under 18) obtain a Minor Work Permit before the minor starts working (for paid internships). This Minor Work Permit is actually an endorsement added to a company's Master Business License. Once an employer obtains a Minor Work Permit, they will receive a form called the "**Parent/School Authorization**". The employer needs to fill out the employer section (top) of the form and then give it to the student to get parent and school authorization (school authorization is not required during the summer months). Minor intern(s) must return the signed "Parent/School Authorization" form to the employer prior to starting work. The employer must keep the signed "Parent/School Authorization" on file for 3 years at their place of business. They also must post the Minor Work Permit in a visible location.

How can an employer get a Minor Work Permit?

Employers contact **The Department of Labor and Industries** or the **Department of Licensing**, for a Master Business License application – *remember the Minor Work Permit is an endorsement added to a company's Master Business License*. You can get the application by calling one of the offices listed below or going online to: www.dol.wa.gov/business/minorworkpermit.html

Seattle

Department of Revenue

2101 4th Ave., Suite 1400
(206) 956-3002

Department of Labor & Industries

315 5th Ave., S Suite 200
(206) 515-2800

Tukwila

Department of Labor & Industries

12806 Gateway Dr.
(206) 835-1000

Mail your Forms with Fees:

Department of Licensing
Master License Service
PO Box 9048
Olympia, WA 98507-9048

The Master Application is available online in two formats:

1. Online version, in which you electronically submit the application using a Master Card or Visa credit card for payment. Available to users of Netscape 4.06 - 4.75 and Netscape 6 or Internet Explorer 4.0 and above. See www.dol.wa.gov/forms/700028.htm
2. Complete the Application using Adobe Acrobat Reader, print the form and then mail it to our office with your payment. See www.dol.wa.gov/forms/700028.htm

Labor and Industries can also mail or fax an application. There is an application fee of \$15. Once an employer receives a Minor Work Permit, they must employ a minor within 60 days. If not, they must re-apply.

Are there any special instructions for completing the application?

L&I provide the employer detailed instructions that are relatively straightforward. The section where the employer details the minor's work responsibilities is probably the most involved. Given that this is a school internship, the employer may want to list the learning activities of the interns and note that they are part of a vocational internship program.

How long will it take L&I to process an application?

If an application is mailed into the Department of Licensing (see address above), processing will take approximately 4 weeks. Online applications will take approximately 10 days. For same-day service* on a Minor Work Permit endorsement, employers can take their completed application to the nearest L&I service location (see phone numbers above) or to the Department of Licensing in Olympia. **Same day means 3 to 6 hours.*

How long is the Minor Work Permit in effect?

For one year following the date of issue.

How long is the Parent/School Authorization in effect?

All Parent/School Authorization for Minor Work forms expire on September 30th.
(If this is a summer internship and an employer chooses to continue a minor intern's employment into the school year, they will need to get a new Parent/School Authorization form filled out.)

Who should you contact if you have questions?

Internship Coordinator or Work-based Learning Program Supervisor
Seattle Schools, Career and Technical Education
Phone: (206) 252-0730
Fax: (206) 252-0731

WAC 296-125-030 Prohibited and Hazardous Employment - All minors.

The following employments and occupations as outlined in subsections (1) through (30) of this section, are prohibited for all minors, provided that exemption will be allowed from subsections (5), (8), (9), (11), (13), (15), (16), and (23) of this section when the minor is participating in a bona fide cooperative vocational education program, diversified career experience program, or work experience program certified and monitored by the office of the superintendent of public instruction or the minor employee's school district; further, exemption from the same numbered prohibitions will be allowed for any minor involved in an apprenticeship program registered with the Washington state apprenticeship and training council. The state will not grant variances for employments or occupations prohibited by the United States Department of Labor.

(1) Occupations in or about **plants or establishments manufacturing or storing explosives** or articles containing explosive components.

(2) **Occupations involving regular driving of motor vehicles.** Occupations of outside helper or flagger on any public road or highway, work which involves directing moving motor vehicles in or around warehouses or loading/unloading areas including but not limited to loading docks, transfer stations, or landfills, or work which involves towing vehicles. Occasional driving is permissible if: The minor has a valid state driver's license for the type of driving involved; driving is restricted to daylight hours; such driving is only occasional, and is incidental to the minor's employment; vehicle gross weight is under 6,000 pounds; the minor has completed a state-approved driver education course; seat belts are provided in the vehicle and the minor has been instructed to use them. Occupations involving occasional operation of a bus are prohibited.

(3) **All mining** occupations.

(4) **Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill.**

(5) Occupations involving operation or **repair, oiling, cleaning, adjusting, or setting up of any power-driven wood-working machines.**

(6) Occupations involving **potential exposure to radioactive substances and to ionizing radiation.**

(7) Occupations involving **operation or repair, oiling, cleaning, adjusting, or setting up of elevators. This includes riding on a manlift.**

(8) Occupations involving operation or **repair, oiling, cleaning, adjusting, or setting up of power-driven metal-forming, punching, and shearing machines.**

(9) Occupations involving **slaughtering, meat packing, processing, or rendering.**

(10) Occupations involving **operation or repair, oiling, cleaning, adjusting, or setting up of power-driven bakery machines.**

(11) Occupations involving **operation or repair, oiling, cleaning, adjusting, or setting up of power-driven paper-products machines.**

(12) Occupations involving **manufacturing of brick, tile, and kindred products.**

(13) Occupations involving **operation or repair, oiling, cleaning, adjusting, or setting up of power-driven circular saws, band saws, and guillotine shears.**

(14) Occupations involving **wrecking, demolition, and shipbreaking operations.**

(15) All **roofing** operations.

(16) Occupations involving **excavations.**

(17) Occupations involving **operation or repair, oiling, cleaning, adjusting, or setting up of or working in proximity to earth-moving machines, hoisting apparatus, cranes, garbage-compactors, trash-compactors or other compactors, paper-balers or other balers, or other heavy equipment including, but not limited to, graders, bulldozers, earth compactors, backhoes, and tractors.** Working in proximity shall mean working within the radius of movement of any portion of the machinery where one could be struck or otherwise injured. It shall not include work in proximity to ski-lift apparatus. This shall not invalidate activities allowed under subsection (2).

(18) Work in establishments or workplaces being picketed during a labor dispute.

(19) Work as a **nurse's aide/assistant; unless the minor is a student in a bona fide state-certified nursing training program or has successfully completed such a program.**

(20) Work as a **maid or bellhop in motels or hotels, unless the minor is accompanied by a**

responsible adult whenever the work requires the minor to enter an assigned guest room, whether or not it is occupied at the time the minor is in the room. Minors may work in unassigned, unoccupied guest rooms unaccompanied by an adult.

(21) Work in **sauna or massage parlors, body painting or tattoo studios, or adult entertainment establishments.**

(22) Occupations requiring the **wearing of personal protective equipment** or wearing apparel as defined and required by statutes or rules and regulations administered by the department's division of industrial safety and health as related to hazardous substances exposure and/or hazardous noise exposure per chapters 296-24 and 296-62 WAC; **except where the only requirement is the wearing of gloves, boots, or eye protection** if the occupation is not otherwise prohibited by this section or by WAC 296-125-033. This subsection's prohibitions shall not apply if a minor is a student in a bona fide health care career training or vocational education program.

(23) Occupations involving **fire fighting and fire suppression duties.**

(24) Occupations where there is **a risk of exposure to bodily fluids or transmission of infectious agents, including but not limited to hepatitis and HIV**, in accordance with standards established by WAC 296-62-08001 (Occupational exposure to blood-borne pathogens), including lab work which entails the cleaning of medical equipment used to draw or store blood or other contaminated tissue; duties which involve venipuncture; and duties involving work with laundry from health care facilities; unless the minor is a student in a bona fide health care career training or vocational education program. State-certified lifeguards with first-aid are exempt.

(25) Occupations involving **potential exposure to hazardous substances which are considered to be carcinogenic, corrosive, highly toxic, toxic sensitizers**, or which have been determined to cause reproductive health effects or irreversible end organ damage. This does not include handling of such substances in sealed containers in retail situations. This subsection's prohibitions shall not apply to any consumer product or hazardous substance, as those terms are defined by the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and the Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) and those statutes' regulations, where the employer of a minor can demonstrate that a product or substance is used in the workplace in the same manner as normal consumer use, and which use results in a duration and frequency of exposure that is not greater than exposures experienced by consumers using the product or substance in conformity with the manufacturer's instructions, provided that such exposures are not otherwise prohibited by subsection (22) of this section.

(26) In **selling to passing motorists on the public right of way** candy, flowers, or other merchandise or commodities. Selling to motorists from a window counter is not prohibited.

(27) Work performed in or about **boiler or engine rooms.**

(28) All work performed **more than ten feet above ground or floor level.**

(29) Work in **freezers, meat coolers, and all work in preparing meats for sale** (wrapping, sealing, labeling, weighing, pricing, and stocking are permitted if work is performed away from meat-cutting and preparation areas). Occasional entry into freezers or coolers for obtaining stock or placing stock shall not be prohibited.

(30) **Service occupations if a minor works past 8:00 p.m., unless the minor is supervised by a responsible adult employee who is on the premises at all times.**

[Statutory Authority: Chapters 43.22 and 49.12 RCW, RCW 26.28.060 and 43.17.060. 93-01-068, § 296-125-030, filed 12/11/92, effective 3/1/93. Statutory Authority: RCW 43.22.270 and 1989 c 216. 89-23-003, § 296-125-030, filed 11/3/89, effective 11/20/89; Order 77-32, § 296-125-030, filed 12/30/77; Order 76-15, § 296-125-030, filed 5/17/76; Order 74-9, § 296-125-030, filed 3/13/74, effective 4/15/74; Order 71-5, § 296-125-030, filed 5/26/71, effective 7/1/71; Section E, filed 9/18/63; Rules (part), filed 3/23/60.]

Student Learner Exemptions from Prohibited Duties

Federal Statute: 29 CFR 570.50*

c) Student-learners. Some sections of this subpart contain an exemption for the employment of student-learners. Such exemption shall apply when:

1. The student-learner is enrolled in a course of study and training in a cooperative vocational training program under a recognized State or local educational authority or in a course of study in a substantially similar program conducted by a private school; and
2. Such student-learner is employed under a written agreement which provides:
 - (i) That the work of the student-learner in the occupations declared particularly hazardous shall be incidental to the training;
 - (ii) That such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person;
 - (iii) That safety instructions shall be given by the school and correlated by the employer with on-the-job training; and
 - (iv) That a schedule of organized and progressive work processes to be performed on the job shall have been prepared.

Each such written agreement shall contain the name of the student-learner, and shall be signed by the employer and the school coordinator or principal. Copies of each agreement shall be kept on file by both the school and the employer. This exemption for the employment of student-learners may be revoked in any individual situation where it is found that reasonable precautions have not been observed for the safety of minors employed thereunder. A high school graduate may be employed in an occupation in which training has been completed as provided in this paragraph as a student-learner, even though the youth is not yet 18 years of age.

*CFR - Code of Federal Regulations pertaining to U.S. Department of Labor

Title 29 - Labor

Chapter V - Wage and Hour Division, Department of Labor

Part 570 - Child Labor Regulations, Orders and Statements of Interpretation

Subpart E - Occupations Particularly Hazardous for the Employment of Minors Between 16 and 18 Years of Age or Detrimental to their Health or Well-being

Exemptions from Prohibited Duties (subsections) - Washington State Statute

The following employment and occupations as outlined in subsections (1) through (30) of this section are prohibited for all minors, provided that **exemption will be allowed from subsections (5), (8), (9), (11), (13), (15), (16), and (23) of this section when the minor is participating in a bona fide cooperative vocational education program, diversified career experience program, or work experience program certified and monitored by the Office of the Superintendent of Public Instruction or the minor employee's school district; further exemptions from the same numbered prohibitions will be allowed for any minor involved in an apprenticeship program registered with the Washington State Apprenticeship and Training Council. The state will not grant variances for employment or occupations prohibited by the United States Department of Labor.**

Exemptions (subsections)

(5) Occupations involving operation or repair, oiling, cleaning, adjusting, or setting up of any power-driven woodworking machines.

(8) Occupations involving operation or repair, oiling, cleaning, adjusting, or setting up of any power-driven metal-forming, punching, and shearing machines.

(9) Occupations involving slaughtering, meat packing, processing, or rendering.

(11) Occupations involving operation or repair, oiling, cleaning, adjusting, or setting up of any power-driven paper-products machines.

(13) Occupations involving operation or repair, oiling, cleaning, adjusting, or setting up of any power-driven circular saws, band saws, and guillotine shears.

(15) All roofing operations

(16) Occupations involving excavations

(23) Occupations involving fire fighting and fire suppression duties.

Optional Coverage for Student Volunteers

What is optional coverage?

The Washington State Department of Labor and Industries (L&I) makes medical liability coverage available to businesses that are engaged in **non-paid** work-based learning activities such as internships. In order to qualify, the student(s) must not replace a regular employee and must have a training plan on record with the business.

What is required?

Each business or company who chooses to buy Optional Coverage for Student Volunteers must keep the following information on record:

- Record of all hours of work performed by student volunteers
- Written registration of each student who has been recognized by the school and accepted by the employer to perform or observe the work of the employer. (Work-based Learning Internship Learning Agreement)
- Companies must report the student hours quarterly with their regular quarterly L&I payroll

How much will they pay?

The rate each company or business will pay for this optional coverage varies depending on the length of their account with L&I and their number of claims, etc.

- The rate for companies that have new accounts (less than a year) is \$.0487 per hour for 2001
- Companies that have existing L&I accounts have an “Experience Factor” that is factored in depending on their claims, etc. Businesses should call their L&I Policy Manager to ask for their rate. They should refer to the “Classification for Student Volunteers” when they talk to their Policy Manager.
- Companies that have no account with L&I will need to fill out a Master Application in addition to the Application for Optional Coverage. They can call (206) 281-5475 for more information as to their rate.

Other Questions?

Contact Internship Coordinator
Career and Technical Education
Seattle Public Schools
(206) 252-0730

The Seattle School District provides Equal Educational and Employment Opportunity without regard to race, creed, color, national origin, age, sex, handicap/disability or sexual orientation. The District complies with all applicable State and Federal Laws and regulations to include but not limited to Title IX of the Civil Rights Act, Section 504 of Rehabilitation Act, RCW 49.60 “The Law Against Discrimination” and RCW 28A.640 “Sex Equity,” and covers, but not limited to, all District programs, courses, activities, (including) extra-curricular activities, services, access to facilities, etc.

The Title IX Officer and 504 Coordinator with overall responsibility for monitoring and ensuring compliance is:

*Office of Equity and Compliance
Seattle Public Schools
John Stanford Center for Educational Excellence
2445 3rd Avenue South
Seattle, WA 98134*

Individuals, who believe they have been discriminated against in any of the District’s educational programs, activities, services, etc., can file an internal discrimination complaint with the District’s Office of Equity and Compliance.

The Board of Directors for Seattle Public Schools are:

**Mary Bass
Sherry Carr
Cheryl Chow
Michael DeBell
Peter Maier
Harium Martin-Morris
Steve Sundquist**

Superintendent Dr. Marie Goodloe-Johnson

