

Ledyard Charter High School

Internship Work-Study Program for

High School Elective Credit

Objectives - The 21st Century Educational Commitment to all individuals in high school includes the promise that all students will graduate from high school College and Career Ready. Regardless of the direction a student chooses, they must make their own decisions and an educational plan must be in place to meet the goals and provide a learning structure. The Ledyard Charter High School Internship Work-Study Program allows students with paid jobs and/or unpaid internships to prepare for the world of work AND earn high school elective credit. Under New Hampshire's Education Options provisions, students are permitted to take advantage of flexible hours and flexibility in the number of credits that can be earned. The program also provides documentation that supports Career Based Skills and verification and accountability.

Program Requirements:

- Parent Approval/signature
- Student Program Acknowledgment Agreement /signature
- Internship/Work-Study Business Partner Approval/signature
- Team Leader Approval/signature
- Principal Approval/signature

Work Study Hourly Requirements for Elective Credit

- 300 hours per semester (Avg 15 hours per week)
= ½ credit
- One Credit per year, two maximum Elective Credits at LCS

Internship Hourly Requirements for Elective Credit

- 30 hours per quarter grading period = 1/4 credit (one credit per year)
- Two Maximum Elective Credits at LCS

Hourly Verification

- For Work-Study verification, students must provide the school with their paycheck information, listing hours worked, etc. Confidential or sensitive information should be blacked out and photo copies will be made and filed in a secure location as evidence supporting the credibility of Work-Study hours and awarded credit.
- For an Unpaid Internship, students must use the provided hourly log-in sheet initialed by the business or agency partner daily and signed by both student and business supervisor at the bottom of the form when submitting to certify the total number of hours worked/logged. - Hours must be verified during the last week of each of the four quarterly LCS grading periods.
- Special circumstances may be considered when requested to your Team Leader in writing.

Grade Determination

Career Ready Requirements Used to Determine Student Grades

- Internship/Work-Study Business Partner Rubric (Provided) = quarterly grades.
- Semester Presentation Rubric (Provided) = semester exam presentation grade

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Step One: Parent Approval

This form is the first step in securing approval for your son or daughter to participate in the Ledyard Charter School Internship Work-Study program. Participating students must agree to the provisions, procedures and requirements of the program, and secure approval from a business or agency partner, parent(s), Team leader and ED. Students can participate as a volunteer in an Internship Program or as a paid Work-Study employee. Students must keep a record of their hours and complete all paperwork in compliance with the program. They must participate in a semester exam presentation at the end of each semester.

Students who participate, do so by their own choice, accept full responsibility for their transportation, safety and any cost for participation upon leaving school property. Students may be subject to a modified schedule allowing him/her to arrive late or leave school early up to three periods. All work study students must be enrolled in a minimum of four classes in addition to work study. Students enrolled in an Internship Work-study program are subject to all rules and conditions as listed in the Ledyard Charter School Student/Parent Handbook. Please feel free to contact the Executive Director with any questions.

I have reviewed the information packet and I approve of my son's or daughter's participation in the Internship Work-Study program at Ledyard Charter School for all or part of the 2017-18 school year.

Student's name _____ Grade _____ Date _____

Parent signature _____

Parent Phone(s) _____

Step Two: Student Agreement

I acknowledge that I have reviewed the information packet, discussed the program in detail with my parents, and I agree to all provisions, procedures and requirements. I agree to be completely honest to the best of my knowledge when submitting all documentation, I understand that the Ledyard Charter School Code of Conduct applies to my participation, and I agree to complete all program requirements including participating in the semester exam presentations. Failure to abide by the signed agreement my result in removing from the program, loss of credit, and will be subject to the building discipline code.

Student signature _____ Phone _____

Step Three: Business or Agency Partnership Signature of Approval (Paperwork included)

Business or Agency Partner Signature _____ Phone _____

Business or Agency Name _____

Step Four and Five: Team Leader and Administrative Approval

Team Leader Approval _____ Date _____

Executive Director Approval _____ Date _____

Wendy Kozak
Executive Director
39 Hanover Street
Lebanon, New Hampshire 03766

Dear Business Person or Agency Leader,

Preparing high school students for their future is a big responsibility and requires schools and our good businesses or agencies work closely together to help ensure the success of our future work force. I am writing this letter to you to confirm your willingness to have a Ledyard Charter School student participate in an Internship or Work-study program for part or all of the 2017-18 school year. The Internship Work-study program allows our high school students to earn high school credit for volunteering as an Intern or for a student with a job to participate in a paid Work-study program. The student presenting this letter to you would like to secure your approval to participate the program.

Because this is a school supported program and the student can receive high school credit(s), we have the chance to work together to ensure that our student develops effective and efficient work place habits while working for your fine organization. You will find a little more information on the back of this letter. You will also find a monthly Grade Sheet that helps set the expectations for our student when they volunteer or work for your organization. We ask that you carefully review the grade sheet and if you're comfortable in helping us to evaluate the student's workplace practices, please sign and allow the student to return the form to our office.

Please know that at the end of each month we would ask you to complete a monthly evaluation of our student and submit it to Principal Dave Baker. Also know the student is also required to conduct a presentation at the end of each semester to earn his semester exam grade. Students are asked to invite parents and a supervisor or representatives who work with them, to listen in during the presentation if they should choose.

Thank you for your kind consideration and we look forward to working with you over the next nine months if you are willing and comfortable in serving as a partner in our Internship Work-study program. If you have any questions, or if we can be of any service, please do not hesitate to contact me at Ledyard Charter School (603-727-4772).

Sincerely,

Wendy Kozak, Executive Director
wkozak@ledyardcharterschool.org

Ledyard Charter High School Internship Work-Study Program for High School Elective Credit

Student _____

Grade _____

Supervisor _____

Phone _____

Internship Work-study Monthly Grade Sheet – To Be Completed By the Supervisor The Career Ready Ethics and Values incorporate the importance of work place expectations as a vital part of preparing students for life after high school.

Grading Scale A = EXCEEDS EXPECTATIONS B = MEETS EXPECTATIONS C = NEEDS IMPROVEMENT U = UNACCEPTABLE	A	B	C	U
Criteria				
1. Attendance – Comes to work when scheduled, arrives and leaves on time, notifies business or agency in advance of un planned absences.				
2. Character – Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility. Does not engage in gossip. Follows company policy.				
3. Appearance – Displays appropriate dress, grooming, hygiene and etiquette.				
4. Attitude – Demonstrates a positive attitude; appears selfconfident; has realistic expectations of self. Displays the “Golden Rule” approach to everyone.				
5. Productivity – Follows all safety practices; conserves materials; keeps work areas efficient (desk, locker, etc.) follows directions and procedures, and is a team player.				
6. Organizational Skills – Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.				
7. Communication – Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, and grammar) skills.				
8. Cooperation – Emotionally calm, patient and supportive; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and/or peers; works well in small and large groups alike.				

9. Respect – Deals appropriately with cultural/racial/gender/age diversity; does not engage in mistreatment or harassment of any kind. Is especially courteous and cooperative with all adults at all times.				
10. Teamwork – Respects the rights of others; respects confidentiality; is a team player; is cooperative; is assertive, displays customer service attitude, seeks opportunities to learn and demonstrates mannerly behavior.				

Note: Complete and return at the end of the month to: Wendy Kozak, Ledyard Charter School
39 Hanover Street Lebanon, NH 03766 (603)727-4772, LedyardCharterSchool.org,
wkozak@ledyardcharterschool.org

Ledyard Charter High School Internship Work-study Program for High School Elective Credit

Final Exam Grade Rubric

All students are required to participate in a final exam process to earn credit and continue in the Internship/Work-study Program. Students will schedule their Final Exam presentation to their Team Leader. The exam presentation will be scheduled during Team Time and during school hours with special permission. Immediately following the presentation, the Team Leader will meet with the student and explain the semester exam presentation grade in accordance with the Exam Presentation Grade Rubric. Students who wish to improve their semester exam presentation grade will be allowed additional opportunities (presentations) to earn the grade of their choice.

To earn an "A"	A. Section One	A. Section Two	A. Section Three	A. Section Four	A. Section Five
Must meet 85% of the requirements for the "D", "C", "B" rubrics and four of the five requirements from the "A" rubric, to earn an "A" on the report card for the semester exam grade	Answer all eight essential questions. (Career or Work Place Ready Attributes)	A PowerPoint Presentation with a minimum of 10 slides combined with the a verbal presentation (Use of 21 Century Technology Skills)	A minimum of 50% of the slides contain student taken pictures of his/her internship or work-study (Use of 21 st Century Technology Skills)	A student created video clip 45 seconds or longer taken of his/her internship or work-study, attached to the PowerPoint presentation (Use of 21 st Century Technology Skills)	Presenting a minimum of ten minutes and longer than twelve minutes (Plan and response skills with respect to timeliness)

To earn a "B"	B. Section One	B. Section Two	B. Section Three	B. Section Four	B. Section Five
Must meet 80% of the requirements for the "D", and "C", and a minimum of three of the five requirements from the "B" rubric (and less than three of the five requirements from the "A" rubric), to earn a "B" on the report card for the semester exam grade	Answer seven of the eight essential questions. (Career or Work Place Ready Attributes)	A Tri-fold Board Presentation combined with a verbal presentation (Use of media or marketing skills)	A minimum of 5 pictures taken by the student of his/her internship or work-study (Ability to use camera or the resourcefulness to seek assistance from others to complete a task)	No spelling or grammatical errors (Proper and grade appropriate written skills)	Presenting a minimum of eight minutes and no longer than twelve minutes (Plan and response skills with respect to timeliness)

To earn a “C”	C. Section One	C. Section Two	C. Section Three	C. Section Four	C. Section Five
Must meet 80% of the requirements for “D” and a minimum of four of the five requirements from the “C” rubric (and less than three of the five requirements from the “A” or “B” rubric), to earn a “C” on the report card for the semester exam grade	Answer six of the eight essential questions. (Career or Work Place Ready Attributes)	A verbal presentation consisting of: 1. Good posture 2. Clear, understandable voice projection, and 3. Good eye contact with the audience (Verbal communication skills)	Interview appropriate dress, which means dressy casual attire. Jeans, shorts, uncollared shirts, athletic shoes or any attire with holes would not be appropriate. (An understanding for dress for success skills)	Use of props or example and/or samples from the workplace or agency that support or demonstrate an area relative to the internship or workstudy. (Visual and/or hands on information)	Presenting a minimum of six minutes and no longer than twelve minutes (Plan and response skills with respect to timeliness)

To earn a “D”	D. Section One	D. Section Two	D. Section Three	D. Section Four	D. Section Five
Must meet a minimum of four of the five requirements from the “D” rubric to earn a “D” on the report card for the semester exam grade	Answer five of the eight essential questions. (Career or Work Place Ready Attributes)	Taking responsibility for signing up for a date and time to present (Planning and organization)	Showing up a few minutes early, to make arrangements to have all presentation materials ready in a timely manner (Planning and organization)	Welcome and selfintroduction, introduction of guest (or provide copies of guest’s invitation and regrets) and a short summary of your internship or workstudy program (Organization and use of notes)	Providing required documentation of hours, and announcing total hours and average number of hours per week over the nine week grading period (Organization and math skills)

No student will be permitted to accept a failing grade or, more simply stated, “Students are not allowed to fail”. A student may be denied an opportunity to continue in the internship work-study program if they fail to live up to the agreements and program requirements. Our goal is for everyone to be successful and to provide all the necessary assistance needed by the student. In reality, the only way students can fail, is if they fail themselves by refusing to complete all program requirements. Students are allowed additional opportunities (presentations) to earn the grade of their choice.

Student _____ Grade _____ Date and time of the presentation _____

Administrator _____ Semester Exam Grade _____ (Circled sections of the Rubric indicates completion)

Ledyard Charter High School Internship Work-Study Program

Essential Questions – First Semester Exam Presentation

1. Introduce yourself, tell what grade you are in, and introduce your business or agency partner. (Communication skills)
2. Please explain why you have chosen your internship or work-study opportunity and why you have chosen the agency or company/business with whom you are working. (Decision making skills)
3. Explain why you believe your Internship Work-Study will benefit you after you graduate from Ledyard Charter School. (Employment skill development)
4. Explain what you do for your business and tell us about your job/position responsibilities. (Understanding expectations)
5. What three job and personal skills are most important for your success? (Employee skill development)
6. What things do you do above and beyond what is expected of you? (Work place initiatives)
7. If you were the president or manager, what would do to help make your business or agency more effective or efficient? (Problem solving skills)
8. Tell us why an employer would want to hire you! (Personal development and self marketing skills)

Ledyard Charter High School Volunteer/Internship Record Sheet

Must be turned in at the end of each month

Student _____ Grade _____

<u>Date</u>	<u>Start Time</u>	<u>Finish Time</u>	<u>Total Time</u>	<u>Accumulated Hrs</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Supervisor Signature _____ Month _____

Phone: _____