

William Henry
Harrison High School
Internship Work-Study
Program
for High School
Elective Credit





William Henry Harrison High School
9860 West Road
Harrison, Ohio 45030 – 513-367-4169

Matt Lindley, Principal
William Henry Harrison High School
9860 West Road
Harrison, Ohio 45030

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 Harrison High School student participate in an Internship or Work-study program. 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. In this packet you will 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. Also know the student is required to turn in pay stubs with the monthly evaluations.

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 William Henry Harrison High School (513-728-8427).

Sincerely,

Matt Lindley, Principal
matt.lindley@southwestschools.org
Fax 513-367-7251

William Henry Harrison 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 William Henry Harrison 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 Ohio'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
- Guidance Counselor Approval/signature
- Principal Approval/signature

Hourly Requirements for Elective Credit (based on the district calendar)

- 30 hours per nine week grading period = 1/4 credit (one credit per year)
- 60 hours per nine week grading period = 1/2 credit (two credits per year)
- Two Maximum Elective Credits Per Year and Four Total Elective Credits in high school

Hourly Verification

- For Work-Study verification, students must provide the school with their paycheck information, listing hours worked, tax deductions, etc. Confidential or sensitive information will 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 monthly with supervisor evaluation forms. Special circumstances may be considered when requested to WHHHS in writing.

Grade Determination

Career Ready Requirements Used to Determine Student Grades

- Internship/Work-Study Business Partner Rubric (Provided) = quarterly grades.
- Hours recorded from pay stubs = amount of credit awarded



William Henry Harrison High School Internship Work-Study Program For High School Elective Credit

Step One: Parent Approval

This form is the first step in securing approval for your son or daughter to participate in the William Henry Harrison High 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), guidance counselor and principal. 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 Harrison High School Student Code of Conduct. Please feel free to contact a High School Administrator 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 William Henry Harrison High School for all or part of the 2012-13 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 Harrison High 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: Guidance and Administrative Approval

Guidance Counselor Approval _____ Date _____

Principal Approval _____ Date _____



William Henry Harrison High School Volunteer 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 _____ Date _____

Phone: _____

September, 2017

William Henry Harrison 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 self-confident; 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: The student is responsible for attaching pay stub and returning at the end of the completed monthly grade sheet to: Julie Nolan, Teacher, William Henry Harrison High School, 9860 West Road, Harrison, Ohio, 45030, Fax 513-367-7251 or email to julie.nolan@southwestschools.org.

October, 2017 **William Henry Harrison 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

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November, 2017 **William Henry Harrison 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

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January, 2018 **William Henry Harrison High School**
Internship Work-Study Program for High School Elective Credit

Student _____ Grade _____

Supervisor _____ Phone _____

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February, 2018 **William Henry Harrison High School**
Internship Work-Study Program for High School Elective Credit

Student _____ Grade _____

Supervisor _____ Phone _____

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March, 2018 **William Henry Harrison 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

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April 2018 **William Henry Harrison High School**
Internship Work-Study Program for High School Elective Credit

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Supervisor _____ Phone _____

Internship Work-study Monthly Grade Sheet – To Be Completed By the Supervisor

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May, 2018 **William Henry Harrison High School**
Internship Work-Study Program for High School Elective Credit

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Supervisor _____ Phone _____

Internship Work-study Monthly Grade Sheet – To Be Completed By the Supervisor

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