



Bitney Internship Program

Employer Packet

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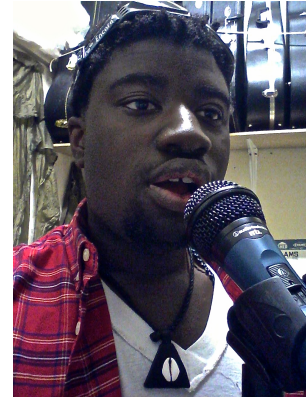




Bitney Internship Program

Dear Prospective Internship Host:

Bitney College Prep High School provides internship opportunities to students enrolled in the Bitney Internship Program (BIP). Certificated teachers and career professionals within the BIP closely coordinate with internship hosts, allowing student interns to gain experience and skills in a wide variety of career fields. Students will be counseled in appropriate workplace behaviors, and instructed to complete practical and financial tasks. They will also be encouraged to think about personal career development as they develop the skills needed to succeed in the 21st century.



By hosting an intern, you can inspire a future generation of leaders, and instill respect for the specific skills inherent to your craft. Students who participate in the internship program generate excitement for their future, and confidence in their ability to achieve college and career goals.

Below are a few highlights regarding the Bitney Internship Program:

- Internships typically last for a semester and students typically work for 4 to 12 hours per week. Hours are flexible and can be worked out to match host and student needs.
- Students are usually in their junior or senior year in high school and have been prepared for this experience through their curriculum and work-based learning experiences
- Professional teachers and career specialists will work with you to develop your internship plan
- Bitney carefully matches students to employers
- The Memorandum of Understanding (MOU) must be signed by the host employer and Bitney College Prep High School.

If you would like to host a student intern, please submit the Internship Program Employer Application and MOU to our office.

Thank you for your consideration in hosting an intern.

Sincerely,

Bitney Internship Program Coordinator





PART 1: EMPLOYER APPLICATION

Name of Business: _____

Type of Business: _____

Address: _____

City: _____ State: _____ Zip code: _____

Worksite Location (address where the intern will be placed if different from the above)

Address: _____

City: _____ State: _____ Zip code: _____

Please Note: Every host should have a contact person in charge of planning the internship and facilitating the daily responsibilities of the intern. This may be the same as the worksite supervisor.

Internship Contact: _____ Position: _____

Cell Phone: _____ Work Phone: _____ Fax: _____

Email: _____ Preferred Contact Method: Phone Email

Worksite Supervisor: _____ Position: _____

Cell Phone: _____ Work Phone: _____ Fax: _____

Email: _____ Preferred Contact Method: Phone Email

Signature: _____ Date: _____



PART 2: INTERNSHIP INFORMATION

Title of Position: _____ # of positions available: _____

Working hours: _____ Hours per week needed (typ. 4-12): _____

Requested start date (if applicable): _____

GOALS FOR YOUR INTERN: Please describe what you would want your intern to learn and get out of her or his experience:

PLACEMENT INFORMATION: Please list the skills (i.e. Microsoft Excel) that are necessary for an intern to have a successful experience with your company (this is the first employment experience for many of our participants)

DAY-TO-DAY TASKS: Please list the possible tasks and duties the intern will perform during her or his internship.

SPECIAL PROJECTS: Special projects can enhance the learning that occurs through everyday tasks. Please list your ideas for special projects that your intern can complete. These should go beyond clerical/office work and help the intern build more sophisticated skills (i.e. researching, writing, or presenting) and/or learn about careers in your specific industry:

ONGOING MONITORING AND EVALUATION: Please describe how often and how you will check in with and evaluate your intern:

SCHEDULING REQUESTS: Please provide any additional information regarding scheduling requirements and/or shifts:

ADDITIONAL INFORMATION: Please provide any additional information about the internship that you will offer to a BIP intern. Provide any additional relevant information that will help us match an intern for your worksite (use the additional paper as necessary):



PART 3: MEMORANDUM OF UNDERSTANDING PROCESS

A “Memorandum of Understanding,” or MOU, is a formal agreement with Bitney College Prep High School that describes your business/program services in detail, and ensures your agency/business fulfills legal requirements that protect our students, your organization, and the district as a whole.

Below are the steps that will facilitate a smooth process:

1. Complete the attached Memorandum Of Understanding (MOU) for each student you are enrolling.
2. Please print **three (3) copies** and sign all three MOU’s.
3. Please mail the 3 copies to:
Bitney High School, 135 Joerschke Dr. Grass Valley, CA 95945.

Bitney’s process for approving and executing MOUs

The high school director must approve all MOUs. Bitney staff will handle this process. A hard copy of your fully executed MOU will be mailed or delivered to the address you provide in the Employer Application, internship contact.

It is expected that every successful intern will leave the program with a letter of recommendation from their employer, and be able to use you as a reference for future job opportunities.

Please contact the Bitney Internship Program Coordinator at: internshipcoordinator@bitneyprep.net if you have any questions or would like support with any of these documents.



Bitney Internship Memorandum of Understanding

BITNEY RESPONSIBILITIES

Bitney will provide adequate staffing to oversee the Internship program. Staff will prepare students to be ready for a work environment, assist with placement in appropriate internship locations so that the students are well matched for the job, create partnerships with local businesses, provide oversight and mediation in case of conflict, provide counseling for students on an as-needed basis, provide insurance coverage for the student, and take care of documentation for student transcripts and graduation requirements.

STUDENT RESPONSIBILITIES

Student agrees to treat the internship as a job. This includes, but is not limited to: dressing and other appearance appropriately for the job, arriving at the agreed upon starting time and being consistently punctual, communicating with employer about scheduling and other issues, abiding by the no drugs/alcohol policy while on the job, exhibiting safe and appropriate behavior on the job, working to his/her best abilities and asking for assistance or training if not comfortable with a given task, taking responsibility for confronting employer if issues arise, having a positive attitude, and acting in a courteous and appropriate manner for the job.

EMPLOYER RESPONSIBILITIES

Employer agrees to train the intern for the particular tasks of the job. While it is expected that all jobs have a certain degree of unskilled tasks such as sweeping or cleaning, stocking shelves, digging holes, etc., it is understood that these sorts of tasks will be limited, as the focus of the internship is training in a real-world environment and job experience. The intern is not to be treated as free labor, and it is expected that the student will receive education and real-life experience in trade for volunteering their time. Employer agrees to communicate regularly with the intern, and give regular feedback to help the intern grow and improve in their assigned role on the job. Employer agrees to fill out monthly evaluation forms and communicate with the Bitney Internship Coordinator about the student. Employer will abide by the “non-discrimination policy” (see below) and it is understood that the student will not be involved in any tasks that endanger his or her health or well-being, and that said employer will abide by all pertinent labor laws, CAL/OSHA requirements, etc.

NON DISCRIMINATION POLICY

Bitney College Prep High School programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying of any pupil based on the pupil's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district (Education Code 234.1).



Bitney Internship MOU: SIGNATURE PAGE

Three (3) copies required.

Name of Bitney Internship Coordinator (please print)

Signature of Bitney Internship Coordinator

Date

Name of employer supervisor and business name (please print)

Signature of employer

Date

Name of student (please print)

Signature of Student

Date



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BITNEY INTERNSHIP FAQs

1. Will I have to put the intern on my books?

No – the intern expects no payment, and will be covered by the school’s insurance policy, so it will not be necessary to change your employment records.

2. What happens if the intern doesn’t work out?

All of the internship placements will be supervised by a certificated teacher and our career coach. If for any reason you are dissatisfied with the intern (personality issues, lack of commitment, tardiness, attitude), you will be able to contact us at Bitney and we will work to resolve the situation. You will not be stuck with someone who is not working out for you.

3. Am I expected to train the intern?

Yes. An intern is not an employee, paid to do whatever you tell them to do. They are working for you in exchange for something much more valuable than money – knowledge. Skill. Understanding. It is a two-way relationship – you get a young person ready to learn, and they get an experienced mentor, ready to teach.

4. How long will the internship last?

School semesters are about 18 weeks. Considering a little time to get things set up, first internships may last about 15 weeks. If the internship works well, and both parties repeat it, it could go on for a full school year and might continue into the summer, if desired.

5. How many hours should I plan for?

Most students will intern from 4-12 hours a week with you.

6. When will the intern arrive?

Usually after school (either around 2:30 or around 3:30), but some students have early dismissal and could begin internships around noon. In some cases, students may do work on the weekend.

Students are responsible for transportation to their worksite.

Some of Our Partners

- AJA Video,
- Brunswick Veterinary Clinic
- Burst Technologies
- Four Paws Animal Clinic
- Nugget Auto Body
- Synthetic Unlimited Theater Company
- TJ's Auto Spa
- Upstream Design
- Martin Webb (Sun Power Solar)
- Sierra Streams Institute
- KVMR, Upstream Design
- Four Paws Animal Clinic
- NCTV
- Summer Thyme's Bakery
- Nevada City Film Festival

Internship Supervisor Evaluation Form

Please return this directly to Internship/Work Experience Coordinator

Student's Name: _____ Employer: _____

Supervisor's Name: _____ Supervisor's Title: _____

Please check the box that best describes your assessment of the student's performance in the various aspects of Work Experience.

Courtesy	<input type="checkbox"/> Very Polite & Well Mannered	<input type="checkbox"/> Reasonably Polite	<input type="checkbox"/> Impolite
Punctuality	<input type="checkbox"/> Arrives on time	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Always Late
Cooperation	<input type="checkbox"/> Creates a pleasing impression	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Difficult to work with
Reaction to Criticism	<input type="checkbox"/> Reacts positively	<input type="checkbox"/> Doesn't seem to care	<input type="checkbox"/> Dislikes criticism
Neatness in work and appearance	<input type="checkbox"/> Careful with work and appearance	<input type="checkbox"/> Usually Neat & Clean	<input type="checkbox"/> Careless at work & untidy
Perseverance	<input type="checkbox"/> Persistent	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Give up easily
Work Attitude	<input type="checkbox"/> Eager interest	<input type="checkbox"/> Normal interest	<input type="checkbox"/> Appears indifferent
Initiative	<input type="checkbox"/> Seeks Additional work	<input type="checkbox"/> Waits to be told what to do	<input type="checkbox"/> Lacking
Ability to Communicate	<input type="checkbox"/> Easily able to use language skills	<input type="checkbox"/> Has some trouble articulating their thoughts	<input type="checkbox"/> Lacking in their thoughts into words
Ability to Comprehend Instructions	<input type="checkbox"/> Quick to understand	<input type="checkbox"/> Reasonably good	<input type="checkbox"/> Slow to comprehend
Capacity to develop	<input type="checkbox"/> Promising	<input type="checkbox"/> Average	<input type="checkbox"/> Not very promising

(continued next page →)



Additional Comments if Applicable:

Supervisor's Name:

Supervisor's Signature: _____ Date: _____



(Print Information)

Minor's Information

Minor's Name <i>(First and Last)</i>	Home Phone	Birth Date
Home Address	City	Zip Code

Local Education Agency Information

LEA Name	LEA Phone	
LEA Address	City	Zip Code

List educational program for this placement: _____

To be filled in by employer or agency of placement.

Business or Agency of Placement Name	Business Phone	
Business Address	City	Zip Code

Minor's services during volunteer/unpaid training: _____

Employer's Name <i>(Print First and Last)</i>	Employer's Signature	Date
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To be signed by parent or legal guardian.

As the parent or guardian, I hereby grant permission to the above minor to volunteer or be placed for unpaid training.

I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Parent/Guardian's Name <i>(Print First and Last)</i>	Parent/Guardian's Signature	Date
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Certification

In compliance with California Education Code 51769, subject to certain exceptions, during the educational unpaid training placement, the LEA is responsible for providing worker's compensation insurance covering that minor.

I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Authorizing Personnel's Name and Title <i>(Print)</i>	Authorizing Personnel's Signature	Date
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Copy—Local Education Agency; Employer or Agency of Placement; Parent or Legal Guardian



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Special Markets Insurance Consultants, Inc.
1265 Main Street
Suite 202
Stevens Point, WI 54481

T 800.727.7642
F 715.344.6126

CONFIRMATION OF COVERAGE

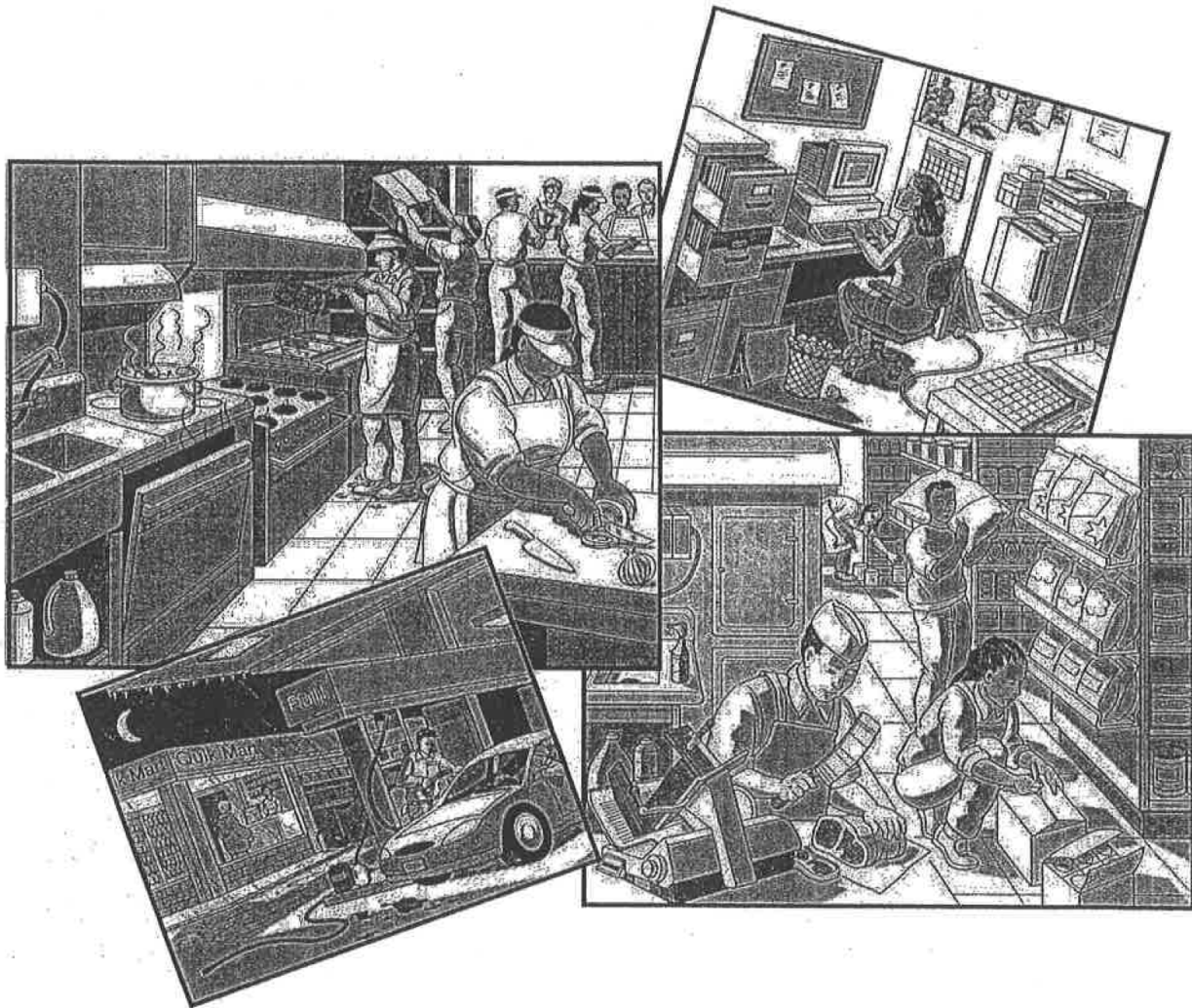
Thank you for your business! Outlined below is your Confirmation of coverage for:

Bitney College Preparatory High School

Confirmation Date: May 7, 2015
Carrier: Gerber Life Insurance Company
Policy Number: 074736
Policy Holder: Bitney College Preparatory High School
135 Joerschke Dr
Grass Valley, CA 94945
Effective Date: 05/04/2015
Expiration Date: 05/04/2016
Product: Special Risk Accident Medical
Accident Maximum: \$25,000
Deductible: \$100
Term Premium: \$200.00 plus
Policy Admin Fee: \$35.00 (non-commissionable)



Facts for Employers



Safer Jobs for Teens

“Most teens are enthusiastic and eager to learn. They make my work a lot of fun. But teens can be injured on the job when they don't receive adequate safety training and supervision.”

—Scott Silver
Operations Manager, Oakland Zoo

“Having young people at work gives us a chance to remind everybody that safety is important. We have really focused on our safety program. We haven't had any serious injuries this year, and we're saving over 25% in workers' comp costs!”

—Michele Clark-Clough
The Youth Employment Partnership

Labor Occupational Health Program
University of California, Berkeley

What Work Does the Law Prohibit Teens From Doing?

The lists below give the major restrictions. There are other restrictions depending on the industry and the worker's age. Also, there are limited exemptions for youth under 18 who are in apprenticeship and student-learner programs. Go to www.dir.ca.gov/DLSE and click on "child labor" for more information.

In California, workers under 18 MAY NOT:

- Drive a motor vehicle on public streets as a main part of the job, or work as an outside helper on a motor vehicle
- Operate power-driven machinery:
 - meat slicers
 - bakery machines (including dough mixers)
 - box crushers/compactors
 - woodworking machines
 - metalworking machines
 - punches
 - hoists
 - forklifts
 - circular saws
 - band saws
 - guillotine shears
- Handle, serve, or sell alcoholic beverages
- Be exposed to radioactive substances or ionizing radiation
- Work in:
 - wrecking or demolition
 - excavation
 - logging or sawmills
 - roofing, or work that involves going on or near the roof
 - manufacturing brick or tile
 - manufacturing or storage of explosives
 - mining
 - meat packing or processing
- Mix, load, or apply Category I pesticides

Also, workers under 16 MAY NOT:

- Work in building or construction
- Work in manufacturing or food processing
- Do any baking activities
- Cook (*except* with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that automatically lower and raise the baskets).
- Do dry cleaning or work in a commercial laundry
- Work on a ladder or scaffold
- Work in a freezer or meat cooler
- Load or unload trucks, railroad cars, or conveyors
- Work in a warehouse (except as a clerical)
- Dispense gas or oil
- Clean, wash, or polish cars
- Use power-driven lawn mowers



Compliance Checklist for Employers

This checklist can help you determine whether you are in compliance with the most important California child labor laws and Cal/OSHA regulations. The list is not complete, and is not intended as legal advice. Other sections of this factsheet give more information on the issues covered here.

Labor Laws

- Employees under 18 *do not* work too many hours, too late, or too early.
- Employees under 18 *do not* do any hazardous work prohibited by child labor laws.
- Employees under 16 *do not* do any of the tasks prohibited for their age group.
- All employees under 18 have valid work permits which were issued by their school district office (or other agencies designated by the district). (Not required for those who have graduated from high school or passed the equivalency exam.)
- All employees (including teens) are covered by workers' compensation.
- Employees (including teens) receive at least the California minimum wage—\$8.00 an hour. (City minimum wages may be higher.) In some cases, employers can pay less than minimum wage during the first 160 hours of work, if the worker has no previous similar experience. For more information, ☎ (888) ASK-WAGE (275-9243).



Cal/OSHA Regulations

- There is an Injury and Illness Prevention Program (IIPP) for your workplace.
The program includes:
 - Information and training for all workers about possible hazards, given in a language they understand.
 - A system for workers to report hazards without fear of being fired or punished.
 - A system for inspecting the workplace and correcting hazards promptly.
 - Training for supervisors.
- You meet the key requirements of the Hazard Communication standard:
 - All containers of toxic materials are labeled with the chemical name, hazard warnings, and name and address of the manufacturer.
 - Employees are trained about chemicals they work with, potential hazards, and protective measures.
 - Material Safety Data Sheets (MSDSs) for all chemicals in your worksite are easily accessible to workers.
- You provide all safety and protective equipment that employees need.

NOTE: Cal/OSHA also has many specific regulations covering electrical hazards, fire safety, fall protection, machinery, etc. See **Resources for Information and Help** in this factsheet.