

# Youth Internship Program Criteria

## Students

1. Students are selected for the Youth Internship program based on an application process that includes: school attendance and behavior, year in school (junior or senior year), enrollment in career and technical education courses and/or enrollment in a general career or employability course.
2. Student worksite placement/internship experience should be based on the students career cluster/pathway selection, career goals, and/or interest and aptitude assessment results.
3. Students will receive one high school credit per 150 classroom and internship training hours in career and technical education for the Youth Internship experience.
4. Students must be at least 16 years of age and in their junior or senior year of high school.
5. The Youth Internship experience is open to all students enrolled in CTE courses/programs. Modifications may need to be made for alternative/special education students.
6. Students will not be placed in worksite situations where they are supervised by or working directly with family members.

## Worksite Experience

1. A training agreement must be signed by the student, parent, school representative and employer and kept on file.
2. A job description is prepared, outlining job duties and student learning competencies and is agreed to by all parties.
3. Student "time on the job" should be a minimum of 90 minutes daily or two class periods if operating under a traditional class schedule.
4. Students must participate in 150 hours of in-class and "on-the-job" experience to receive one high school credit. If the course of study is more than one unit, up to three units may be available with state approval.
5. Students will work as trainees and adhere to the duties specified in the training agreement and job description.
6. The Youth Internship may be a paid or unpaid experience at the discretion of the school and/or worksite. This is a combination of classroom and worksite experience.

## Classroom/School Experience

1. A certified teacher provides the classroom learning worksite experience and also serves as the teacher of record for the worksite learning experience.
2. The recommended load per teacher is 15-20 students.
3. It is recommended that the supervising teacher attend state-sponsored training prior to implementing the program.
4. Students must receive training in basic employability skills before the on-the-job experience.
5. Students should complete a capstone project incorporating one or more of the following:
  1. A portfolio. The portfolio should include, but not be limited to the following components: personal reflections, a journal, photos of worksite experiences, evidence of academic and technical skill attainment, and a resume.
  2. An oral presentation. Students should give an oral presentation on their internship experience (to include the portfolio) as documentation of their experience.
  3. A Senior Project. A Senior Project may be developed based on the Youth Internship experience. A separate high school credit may be offered for a total of two credits.