

## INTRODUCTION

The importance of on-the-job training or internships as a highly effective means of developing competent job skills has long been recognized. This handbook is designed to assist you, as an ROP Instructor, to understand the process of implementing internships and complying with policies and documentation required by the California Department of Education.

The ROP Internship provides a unique and effective method of extending classroom instruction through related work site experience. Internships may be paid (Cooperative Vocation Education) or unpaid (Community Classroom). The ROP Instructor works with the internship Sponsor or employer to develop a training plan and supervise the skills and experiences that the student will receive during the internship.

Internships are a win-win-win agreement. Students received job-training skills, obtain a realistic understanding of th workplace, develop appropriate work habits, and establish training and employment records. Internship sponsors and employers have access to pool of potential employees with proven occupational competencies. ROP benefits in its reduction of equipment and facility costs. Internships are invaluable in preparing ROP students to make the school-to-work transition.

## INTERNSHIPS DEFINED

### **PAID Cooperative Vocational Education (CVE)**

- Is an instructional methodology
  - Is an extension of classroom instruction
  - Is in a related occupation
  - Is designed to help students develop and refine occupation competencies to adjust and advance in an occupation
  - Is regularly scheduled
  - Min. - 8hrs. per week
  - Max. – 15 hrs per week\*
  - Requires that Worker’s Compensation Insurance is provided by employer
  - Requires that a student under age 18 has a current, valid work permit
  - Student earns 1 credit for every 35 hrs. worked
  - Requires that ROP instructor visit the internship/job site every 4 weeks and observe student at least every 8 weeks
- \* (for attendance reporting)

### **UNPAID Community Classroom (CC)**

- Is an instructional methodology
- Is an extension of classroom instruction
- Is in a related occupation
- Is designed to help student acquire occupational competencies for entry level employment
- Is regularly schedule (no min. hrs.)
- Worker’s Compensation Insurance provided by County Office of Education
- Student does not replace an employment position
- Student earns 1 credit for every 35 hrs. Volunteered
- Required that ROP instructor observe student at the internship site every 3 weeks

## INTERNSHIP DEFINITIONS

- **Community Classroom (CC)** is an instructional methodology that utilizes unpaid internship experiences at business, industry, and public agency sites to assist students in acquiring competencies necessary to obtain entry-level employment.
- **Community Classroom Training Station** is the business, industry, or public agency location where students receive their unpaid internship experience.
- **Competency** is the prescribed performance level for the skills, knowledge, and attitudes necessary to accomplish a job task.
- **Cooperative Vocational Education (CVE)** is an instructional methodology that correlates concurrent, formal, vocational education classroom instruction with regularly scheduled, paid training experiences. Cooperative Vocational Education assists students in developing and refining occupational competencies needed to acquire, adjust to, and advance in an occupation.
- **Cooperative Vocational Education Training Station** is the business, industry, or public agency location where students receive their regularly scheduled, paid training experience.
- **Individualized Training Plan (ITP)** is a written document that identifies competencies students will acquire through vocational education classroom instruction and paid or unpaid internship experiences.
- **Internship** is a situation in which students apply their existing skills while training with an employer for a specified period of time to learn about a particular occupation
  
- **On-the-Job Training (OJT)** is “hands-on” job skill training in either community classroom (unpaid) or cooperative vocation education (paid) settings.
  
- **Training Agreement** is a written document that describes the conditions and requirements to be met by those parties involved with utilizing of business and industry resources for vocational instruction.

## ROP INTERNSHIP CHECKLIST

- Make site contacts/develop workstations for students.
- Have training station supervisor sign Training Agreements.
- Confirm student site assignments (location and hours) with students and training station supervisor.
- Complete required internship documents for the following:
  - Intern Participation Agreement
  - Training Agreement
  - Individualized Training Plan (ITP)
  - Work Permit if under 18 years of age
- Begin intern observations
- Collect weekly time (attendance) reports.
- Have employer/sponsor complete employee evaluation at the end of semester
- Keep records for three years

## **OBJECTIVES FOR ROP INTERNSHIPS**

1. To provide basic background instruction to help interns prepare for business/industry occupations and related professions.
2. To facilitate the transition between school and employment.
3. To provide training stations for interns to practice skills and attitudes learned in the classroom.
4. To provide interns with practical experience that will help make their classroom instruction more meaningful.
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6. To provide an opportunity, through the use of local business, for interns to acquire skills and knowledge that are best developed on the job.
7. To emphasize to interns the importance of being able to follow directions, pay attention to details, and accept supervision.
8. To foster an understanding in interns of the benefits and responsibilities of gainful employment.
9. To provide interns with the ability to keep up with the changing world of work by putting emphasis on problem-solving, thinking, and decision-making.
10. To provide interns with instruction in business skills, principles, and concepts that will lead to success on the job.
11. To counsel interns who want to continue training beyond high school.
12. To point out to interns that constant educational growth is necessary for successful employment and good citizenship.