



Loudoun County Public Schools
ACADEMIES OF LOUDOUN
42075 Loudoun Academy Drive
Leesburg, VA 20175
Telephone: 571-252-1980



INTERNSHIP CHECKLIST

Congratulations on securing an Internship Opportunity! The Student Services Office wants to ensure that your experience matches your expectations. The following checklist includes all steps that have to be taken once an internship is secured.

BEFORE YOUR INTERNSHIP BEGINS

- Complete all sections of the internship application and obtain appropriate signatures.
- Meet with the Site Supervisor at your Internship Site to complete the Internship Training Plan, together, which includes important job orientation details.
- The Site Supervisor and student will also fill out the Academies of Loudoun Training Log with initial tasks. This is a working document that will evolve throughout the internship.
- Once the Internship Application, Internship Training Plan, and Training Log have been completed thoroughly, submit all paperwork to Mrs. Yeager, Placement Coordinator in Student Services via email: Kim.yeager@lcps.org.
- Mrs. Yeager will contact the Site Supervisor within 48 hours to set up a time to meet at the Internship Site to conduct a site visit.
- The student should speak to his/her instructor to find out how the internship will translate to a grade for the designated time period in which you will be attending the internship rather than coming to class.
- Complete any and all additional paperwork provided by the Site Supervisor and return it in a timely manner to the Internship site.

DURING YOUR INTERNSHIP

- Use the Academies of Loudoun Internship Training Log during your internship. This will track the Job Tasks, the hours taken to complete the task as well as Site Supervisor initials and comments. It is critical for your Instructor as well as your Site Supervisor to ensure that the internship is meeting course requirements and your own personal learning goals
- Email Mrs. Yeager and your Instructor every other Friday with the latest version of your Internship Training Log.
- Mrs. Yeager will conduct site visits or phone calls to your Site Supervisor regularly to discuss your progress.
- The Internship shall not exceed 144 hours if the student is in a two-year pathway. If in a one-year pathway, the internship shall not exceed 72 hours.
- The student shall communicate bi-weekly with his/her instructor to ensure that all learning targets are being met through the tasks performed at the Internship Site, as this will be reflected in the student's grade for the semester.

AFTER YOUR INTERNSHIP

- Schedule an exit interview with Mrs. Yeager, Placement Coordinator.



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STUDENT INTERNSHIP APPLICATION

DIRECTIONS

All forms must be fully completed in their entirety and submitted before the first day of the student's internship. Students may only start their internship once a site visit has been conducted and an internship plan has been put in place by both the employer and Mrs. Yeager, Placement Coordinator at the Academies of Loudoun. Please contact Kim Yeager, Placement Coordinator, kim.yeager@lcps.org with any questions or concerns.

PERSONAL INFORMATION

Name: _____ Current Grade: _____
Academies of Loudoun Program: _____ Date of Birth: _____
Home School: _____
Home Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Cell: _____ Email: _____

EMPLOYMENT INFORMATION

Are you eligible to work in the U.S.? Yes: _____ No: _____
Do you currently have a driver's license Yes: _____ No: _____
If so, do you have reliable transportation? Yes: _____ No: _____

PERMISSION, LIABILITY and INSURANCE PERMISSION

I have read the information on the Academies of Loudoun <https://www.lcps.org/domain/25091> website concerning the Internship program and give my permission for my son/daughter to participate in this opportunity. I understand that participation requires each student to provide his/her own transportation to and from the internship site. I understand that my child must meet the application requirements to be considered for the program. I also understand that my son/daughter must not exceed 144 hours (if a part of a two-year pathway) or 72 hours (if part of a one-year pathway) of out-of-class time for the duration of their internship. Weekend and/or evening internship hours do not count in these totals.

EMERGENCY AUTHORIZATION

In the event I cannot be reached in an emergency, I hereby give permission to the Academies of Loudoun staff or internship sponsor to secure proper treatment for my child.

Student Name: _____
Parent/Guardian Name: _____
Parent/Guardian daytime phone: _____
Parent/Guardian cell phone: _____
Emergency contact (other than parent): _____
Emergency Contact Phone: _____



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LIABILITY

I understand that the Academies of Loudoun is not liable for any medical bills due to illness or injury to my child while he/she is participating in the Internship program.

INSURANCE

Academies of Loudoun does not provide medical or accident insurance for students or interns. In order for a student to be eligible to participate in internship experience, the intern's parent/guardian must confirm that the student is covered by medical or accident insurance to the parent's satisfaction. Complete the information below confirming that your child has insurance.

INSURANCE VERIFICATION

_____ My student has student accident insurance through Loudoun County Public Schools (LCPS).

_____ My child is covered for injuries by our family insurance policy:

Policy Holder's Name: _____

Insurance Company: _____

In addition, I will notify Mrs. Kim Yeager, the Placement Coordinator if insurance coverage for my child changes during the year. I, the undersigned, understand that medical or accident insurance are required for the Internship.

HEALTH CONCERNS

Please list and describe any health concerns (e.g. allergies, physical conditions, etc):

MEDIA RELEASE

Students may occasionally be photographed or videotaped during their participation in this Internship. These photographs may be used for information purposes within the educational system Academies of Loudoun, at the Company Site and/or Loudoun County Public Schools [LCPS] and they may also be used to provide information to the public about programs and activities through publications and displays, in newspapers and other print media, on television, and in connection with school system information provided on the Internet.

Please check the appropriate statement:

_____ I do not grant permission for my child (*named below*) to be photographed or featured in any videotape, television, audio recording, or broadcast that will be produced by and available to the public from (Internship Site) _____, the Academies of Loudoun, and/or LCPS, (to the extent that access is within the institution's control during business hours) to the media.

_____ I grant permission for my son/daughter _____ to be photographed or featured in any videotape, television, audio recording, or broadcast that will be produced by and available to the public from the Internship Site _____ and/or LCPS, or (to the extent that access is within the institution's control during business hours) to the media.



RULES, REGULATIONS AND EXPECTATIONS

STUDENT RESPONSIBILITIES

- The student understands that he/she must not exceed 144 hours (if a part of a two-year pathway) or 72 hours (if part of a one-year pathway) of out-of-class time for the duration of their internship. Weekend and/or evening internship hours do not count in these totals.
- The student understands that he/she must meet with the Site Supervisor in order to thoroughly complete all sections of the Internship Training Plan.
- The student understands that he or she **MUST** keep a Bi-Weekly Student Task Report with details of specific duties performed, and must provide that report to the Placement Coordinator.
- The student's first responsibility is to the school. Therefore, it is the student's responsibility to make satisfactory arrangements with the Site Supervisor concerning his/her work schedule on occasions when attendance at school is necessary.
- The student should always conduct him/herself with the utmost professionalism. The student is representing him/herself but also representing the Academies of Loudoun and Loudoun County Public Schools.
- The student must maintain close and regular daily contact with the Site Supervisor.
- The student must dress appropriately for the business environment.
- The student must give sufficient notice to the Site Supervisor of absences or changes in schedule.
- The student must inform the Placement Coordinator if, for any reason, a change in an Internship is considered.
- The student must conform to all rules and policies of the place of employment, the Academies of Loudoun, and Loudoun County Public Schools.
- The student must take responsibility for transportation to and from the internship site. Transportation arrangements must be approved by parents and the Placement Coordinator.
- The student understands that all internships must be approved by the Placement Coordinator who reserves the right to change the student's internship placement, if deemed necessary.
- The student shall not report to the internship site when he/she is absent from school unless advance permission has been given by the coordinator.
- The student must understand the role of the full-time staff, maintain a smooth working relationship with them and stay within the bounds of your role as set forth by the Site Supervisor.
- The student asks for guidance and support when needed.
- The student will not terminate the Internship without the approval of the Placement Coordinator.
- The student will adhere to the Internship Training Plan as specified by the Site Supervisor.
- The student understands that negligence or misconduct may result in dismissal from the Internship.

PARENT RESPONSIBILITIES

- The parent assumes responsibility for the safety of the student from the time the student leaves school until the student reports to the internship site and from the time the student leaves the internship site until arrival at home.
- The parent understands that the student must attend school and work regularly and must not report to the internship site without attending school.
- The parent must make any inquiries concerning the student training, wages or working conditions through the Placement Coordinator at the Academies of Loudoun, rather than directly with the Site Supervisor.



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INSTRUCTOR RESPONSIBILITIES

- The instructor understands that the student must not exceed 144 hours (if a part of a two-year pathway) or 72 hours (if part of a one-year pathway) of out-of-class time for the duration of their internship. Weekend and/or evening internship hours do not count in these totals.
- The instructor will provide the Placement Coordinator with contact information of the Site Supervisor so that the Placement Coordinator can arrange a site visit and one-on-one meeting with the Site Supervisor.
- The instructor will provide student recommendation forms to the Placement Coordinator.
- The instructor will assist the Site Supervisor and Placement Coordinator in creating the Student Internship Plan: specific required tasks that will be completed by the student in order to comply with course objectives.
- The instructor will include the student's Internship as pre-determined percentage of student's grade during the quarter(s) in which the internship is completed.

SITE SUPERVISOR RESPONSIBILITIES

- The Site Supervisor understands that the student must not exceed 144 hours (if a part of a two-year pathway) or 72 hours (if part of a one-year pathway) of out-of-class time for the duration of their internship. Weekend and/or evening internship hours do not count in these totals.
- The Site Supervisor understands that he/she must meet with the student in order to thoroughly complete all sections of the Internship Training Plan prior to the first day of the internship.
- The Site Supervisor must participate in a one-on-one meeting with the Placement Coordinator to discuss details of the Internship Training Plan prior to the first day of the internship.
- The Site Supervisor shall provide the Placement Coordinator with the opportunity to conduct a site visit prior to the start of the internship.
- The Site Supervisor agrees to keep a regular Bi-Weekly Intern Evaluation Report of the student's performance and return that report to the Instructor and the Site Supervisor.
- The Site Supervisor assumes primary responsibility for the development of an Internship Training Plan (with the assistance of the student) that will provide career experiences that enhance learning in the student's academic area of interest.
- The Site Supervisor must commit to supervise the student throughout the agreed time period.
- The Site Supervisor shall not, on the basis of age, race, color, sex, religion, national origin, marital status, or condition of disability, deny students the benefits of, or subject students to discrimination at the place of employment.
- The Site Supervisor understands that paid internships are encouraged when a student will be completing a specific long-term task that primarily benefits the company; non-paid internships occur when the student experiences a variety of different activities, primarily benefiting the student.
- The Site Supervisor shall review the Federal Guidelines from the US Department of Labor Regarding Unpaid Internships: <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>
- The Site Supervisor shall notify the Placement Coordinator regarding any change affecting the student including salary, job responsibilities, work schedule, termination or leave, etc.
- The Site Supervisor shall make regular contact with the student each time the student is scheduled to work.



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- The Site Supervisor should address all issues concerning the student's performance immediately with the Placement Coordinator.
- The Site Supervisor shall consult and become familiar with the Federal-State Labor Laws for working with Youth. http://www.doe.virginia.gov/instruction/career_technical/work-based_learning/federal-state_labor-laws-for-youth.pdf

PLACEMENT COORDINATOR RESPONSIBILITIES

- The Placement Coordinator shall ensure that all federal guidelines regarding Youth Labor and Federal Guidelines for Unpaid Internships are being observed and utilized.
- The Placement Coordinator shall maintain appropriate records of each student's placement.
- The Placement Coordinator shall address all issues and concerns immediately with the student, parent and Site Supervisor.
- The Placement Coordinator, along with the Site Supervisor, will regulate employment conditions, including total hours worked.
- The Placement Coordinator understands and will regulate that the student must not exceed 144 hours (if a part of a two-year pathway) or 72 hours (if part of a one-year pathway) of out-of-class time for the duration of their internship. Weekend and/or evening internship hours do not count in these totals.
- The Placement Coordinator understands that she must meet with the student in order to ensure that all sections of the internship application and the Internship Plan are thoroughly completed prior to the first day of the internship.
- The Placement Coordinator must participate in a one-on-one meeting with the Site Supervisor to discuss details of the Internship Plan prior to the first day of the internship.
- The Placement Coordinator will conduct a Site Visit to view the work space of the intern to ensure that all safety measures are being taken prior to the start of the internship.
- The Placement Coordinator will communicate bi-weekly with the Site Supervisor and will collect the Bi-Weekly Intern Evaluation Report of the student's performance.



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AUTHORIZATION AND SIGNATURES

This agreement defines the conditions whereby (student name): _____ is to be employed
as a/an (job title) _____ by (company name): _____

_____ under the supervision of (Site
Supervisor) _____ and the ACADEMIES OF LOUDOUN.

Company Address: _____ City _____ State _____ Zip _____

Company Phone Number: _____

Phone Number of Site Supervisor (if different from Company Number): _____

Site Supervisor Email: _____

All parties have thoroughly read through, understand, and agree to all the information contained within this document.

Student's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Employer Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Principal's Signature: _____ Date: _____



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TEACHER RECOMMENDATION

Teacher Name: _____

Student Name: _____

The above named student has applied for an Internship, which will provide the student with an opportunity to apply the knowledge and skills acquired through their Academies of Loudoun program. As part of the application process the student must submit a recommendation. Please complete this and return it to Mrs. Yeager in Student Services Office, 2224F. Please do not give this form to the student or the parent. This recommendation is strictly confidential and will not be seen by the student or parent. Please complete this form within 72 hours of receipt.

Evaluate the above student for the following characteristics. Your responses are confidential. Use a rating scale where: 5=Outstanding, 4= Above Average, 3=Average, 2=Needs Improvement, 1= Does Not Meet Minimum Requirement

Rating	Characteristic
	Dependability (Punctuality with due dates, assignments)
	Cooperative (Ability to work with others)
	Flexibility (Reaction to new and unanticipated situations)
	Initiative (Ability to work without constant supervision)
	Maturity (Seriousness in approach to studies)
	Communication skills (Oral and Written)
	Ethics (Honesty and Trustworthy)
	Attendance (Tardy/Absences)

- _____ I highly recommend this student for this opportunity
_____ I recommend this student for this opportunity
_____ I recommend, with reservation, this student for this opportunity
_____ I do NOT recommend this student for this opportunity

ADDITIONAL COMMENTS

Teacher Signature: _____ Date: _____

Academies of Loudoun Program: _____



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INTERNSHIP TRAINING PLAN

The purpose of this training plan is to assist the intern in making a successful transition from student to competent worker. The training plan serves as a guide between the school and the employer to provide training for the student that meets core competencies. The Internship Training Plan is not a contract and can be modified in accordance with the needs of the student and/or the employer. **This form is to be completed by both the student and the Site Supervisor, and then approved by the Placement Coordinator and the Instructor before the Internship begins.**

Student Name: _____ Date: _____

Academies of Loudoun Program and Pathway: _____

Instructor: _____

Internship Site: _____

Site Supervisor: _____

Please list the hours that the student and the Site Supervisor have agreed to:

A Days: _____ AM/PM to _____ AM/PM

B Days: _____ AM/PM to _____ AM/PM

Weekends: _____ AM/PM to _____ AM/PM

Total Number of Hours Worked per week: _____

Orientation Checklist for Site Supervisor:

As part of the Internship Training Plan, the Site Supervisor should check off all of the items below to assist the student in becoming familiar with the workplace and expectations:

- _____ Introduce student to all persons who they will have contact.
- _____ Show student the locations of offices, equipment, and supplies they will use
- _____ Explain the duties of the student's first assignments
- _____ Inform student as to who will be responsible for their work assignments and supervision
- _____ Inform co-workers of their relationship to the student and solicit their cooperation
- _____ Inform student of arrival time, quitting time, check-in and check-out procedures
- _____ Inform student of lunch time and relief procedures and regulations
- _____ Inform student of facilities available such as restrooms, lunchroom, telephone, coat rack, etc.
- _____ Inform student of time-recording procedures pay schedule, deductions from pay, wage computation
- _____ Inform student as to appropriate work clothing
- _____ Inform student about any information that is to be kept confidential
- _____ Inform student of career possibilities in the firm



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List and Describe your Goals for the Internship Experience:

Student's Goals:

Site Supervisor Goals:

Initial Tasks include:

More advanced tasks include:

The student has reached mastery with the internship position when they can:

Student Signature: _____ Date: _____

Site Supervisor: _____ Date: _____

Placement Coordinator: _____ Date: _____