

## WORKPLACE INTERNSHIPS TABLE OF CONTENTS

Louisiana students now have an unprecedented number of opportunities to develop their workplace behavioral and communication skills.

The resources indicated below will help your school to implement **Workplace Internships** in compliance with Department of Education (LDE) policy.

LEAs should consult state and local authorities to confirm paid-work guidelines / requirements. LEAs may contact Career Compass of Louisiana for specific implementation assistance.

Resource	Section
01-01	Professional School Counselor Responsibility Checklist
01-02	Teacher Responsibility Checklist
01-03	Student Responsibility Checklist
01-04	Host Responsibility Checklist
Internship Starting Forms - Recommended	
02-01	Parent / Legal Custodian Permission
02-02	Basic Facility Safety Review
Internship Starting Forms - Optional	
02-03	Employment Certificate application for minors – Paid Work Only
02-04	Confidentiality Letter
Internship Reporting Forms (in Word and Excel)	
03-01	Onsite Visits (by teacher)
03-02	Weekly Work Record
03-03	Student Evaluation (by mentor)
03-04	Student Internship Written Summary
03-05	Student Roster by Course Code
Miscellaneous	
04-01	Thank you notes to Mentor
<b><i>Reminder: please never communicate student personally-identifying information (PII) except in ways that comply with current Louisiana law.</i></b>	